



# **City of Windcrest Adopted Budget Fiscal Year October 2019-September 2020**



**Adopted on September 20, 2019**



**City of Windcrest  
Budget  
2019-2020**

Section 102.007 of the Texas Local Government Code requires that the following information be included as the cover page for a budget document:

1. This budget with the tax rate of 0.413544 will raise more revenue from property taxes than last year's budget by the amount of \$931,483, which is a 42.34 percent increase from the last year's budget. The property tax revenue to be raised from new property added to the roll this year is \$72,875.47. Proposed revenue increase will support maintenance and operations and interest and sinking for the City of Windcrest.

2. Record vote of each member of the governing body voted on the adoption of the budget is as follows:

**For:** Mayor Pro-Tem J. Pedrotti  
Councilmember A. Flinn  
Councilmember C. Strzelecki  
Councilmember G. Turner  
Councilmember F. Archuleta

**Against:** N/A

**Present and not voting:** Mayor D. Reese

**Absent:** N/A

Property Tax Rate Comparison	FY 2019-2020	FY 2018-2019
Adopted Tax Rate	\$0.413544/100	\$0.327469/100
Effective Maintenance & Operations Tax Rate	\$0.327469/100	\$0.327469/100
Effective Tax Rate	\$0.311952/100	\$0.293918/100
Interest and Sinking (I&S)	\$0.086075/100	\$0.000000/100
Rollback Rate	\$0.434509/100	\$0.327470/100

Total debt obligation for the City of Windcrest secured by property taxes: \$ 12,352,663



## **City of Windcrest, Texas**

### **List of Principal Officials**

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**FISCAL YEAR 2019-2020  
OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

#### **City Council**

Dan Reese  
Mayor

#### **Council Members by Place:**

Jim Flinn  
Place 1

Cindy Strzelecki  
Place 2

Greg Turner  
Place 3

Frank Archuleta  
Place 4,

Joan Pedrotti  
Mayor Pro Tem Place 5

#### **PREPARED BY:**

Rafael Castillo Jr., City Manager  
Donald Hakala, Municipal Finance Officer, CPA  
Natalia Witmer, Asst. Municipal Finance Officer  
Rachel Dominguez, City Secretary  
Ryan Henry, City Attorney  
Steve Takas, Municipal Judge  
Tom Garcia, Public Works Director  
Chief Darrell Volz – Chief of Police  
Chief Dan Kramer – Fire Chief



## City of Windcrest, Texas

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### Our Vision

City of Windcrest is a community of small-town charm with a high level of responsive municipal services. Prudent economic development make the City of Windcrest a safe, family-oriented community that is a great place to live, shop, work, and play... a place where community isn't just a word, but a way of life.

### Our Mission and Goals

To ensure a safe, clean, healthy, productive city where neighborhoods are revitalized, history is preserved, the natural environment is respected, and where all people can reach their full potential through education, commerce, culture, recreation and wellness. These initiatives will be accomplished through:

**City Services** – To deliver effective and efficient services, without bias or prejudice.

**Our Employees** – Recognizing that our employees are our most valuable resource, we will provide them with safe, clean, productive, and technologically friendly workplaces where we encourage pride, productivity and accountability for the quality of their work and where they are given meaningful opportunities for professional growth.

**Communications** – To be accessible to all people in our diverse community, including our fellow employees, to answer their questions promptly, to listen respectfully, and, in all of our communications, to be truthful, responsive, and professional.

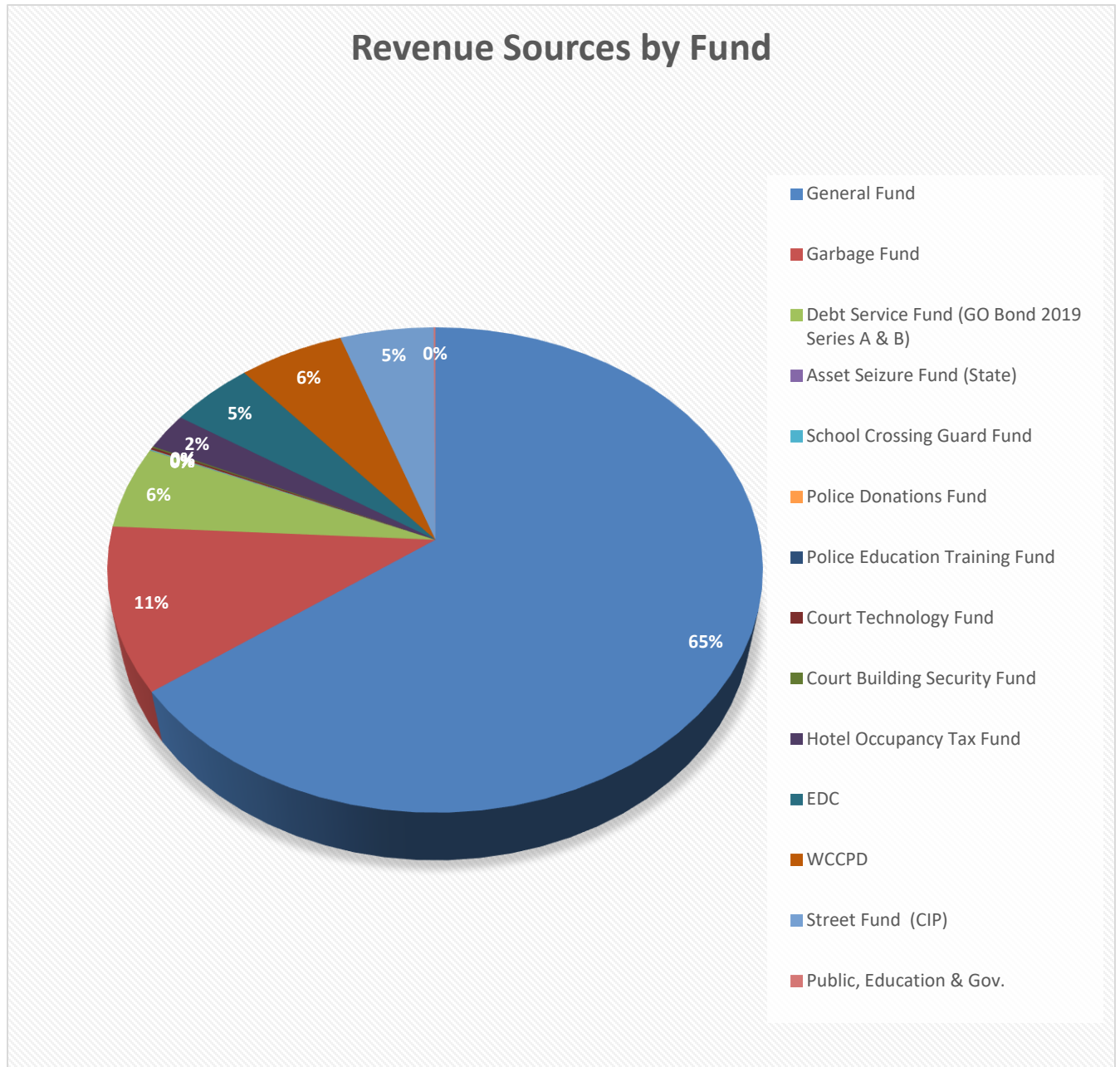
**Financial Management** – To be effective and responsible stewards of public resources, to wisely and prudently use these resources for the public good, and to be accountable to those who have placed their trust in us.

**The Law** – To respect the law by word, in external and internal communications, and by deed, by enforcing and abiding by all applicable federal, state, and local laws.

# Executive Summary

## Revenue

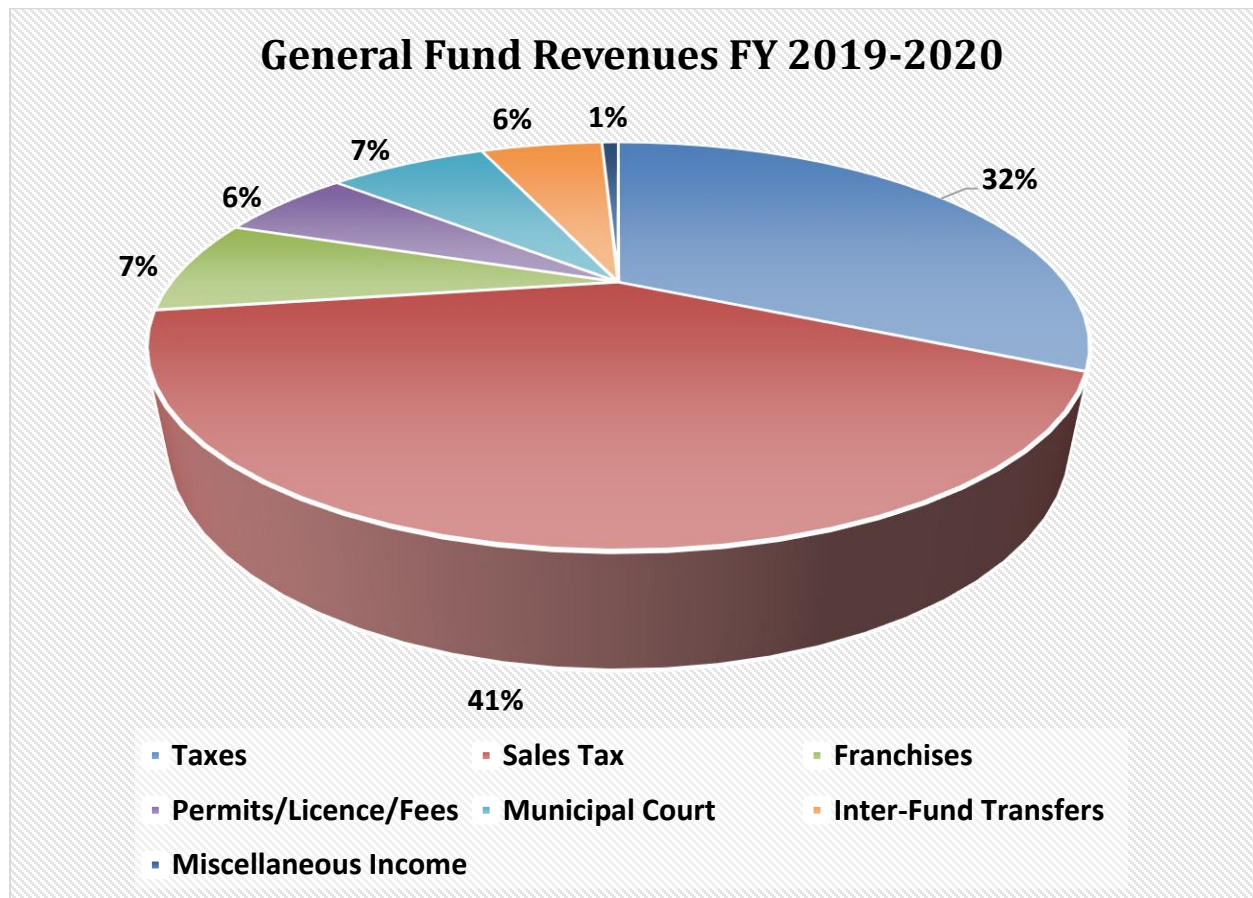
Revenues for the City of Windcrest major funds total \$11.9 million (including inter-fund transfers). There are primary revenue categories comprised of property taxes, sales tax, other taxes (franchise taxes and hotel occupancy taxes), licenses and permits, fines and forfeitures, interest income, intergovernmental, and contributions. The charts below illustrate the breakdown of the revenues by major fund.





## General Fund

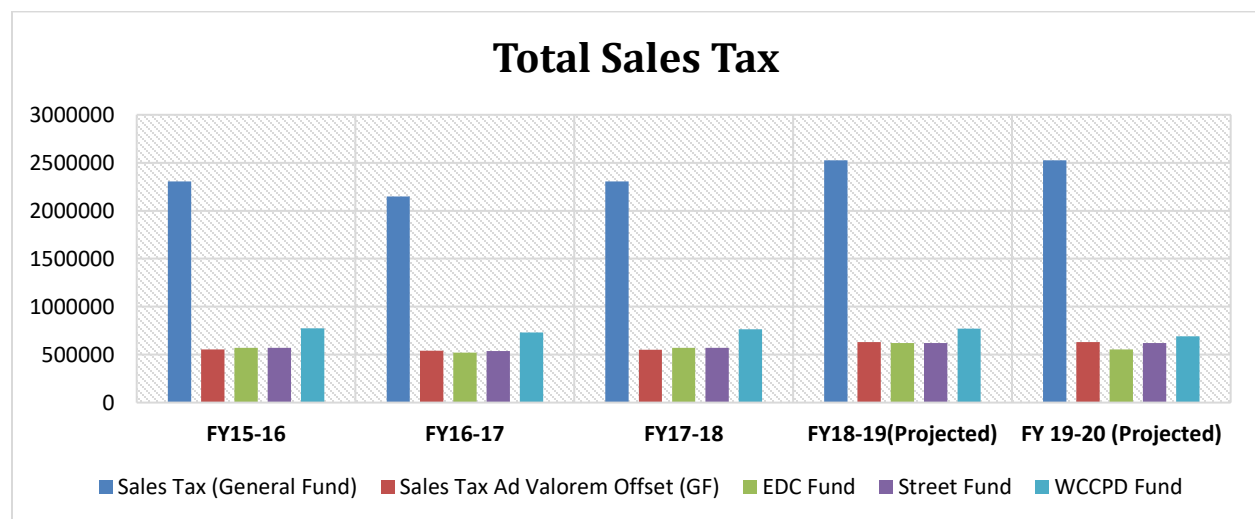
Taxes	2,473,069.00
Sales Tax	3,155,148.00
Franchise Taxes	591,242.00
Permits/License/Fees	462,690.75
Municipal Court	563,896.00
Inter-Fund Transfers	438,000.00
Miscellaneous Income	60,000.00
<hr/>	
<b>Total</b>	<b>7,744,045.75</b>



**Property Tax.** Revenues from Ad Valorem or property taxes represent 32% of overall General Fund revenues at \$2.4 million. Property tax revenues are based on the 2019 tax rate \$0.327469 per \$100 of assessed valuation for the tax year 2019. Property tax collection is authorized by the State of Texas up to \$2.50 per \$100 of assessed valuation for maintenance, operations and debt service

**Sales Tax.** Sales tax revenue, estimated at \$3.1 million, represents 41% of total general fund revenues. The sales tax rate in the City of Windcrest is 8.25% for goods or services sold or delivered within the boundaries of the City. The tax is collected by businesses making the sale and is remitted to the State Comptroller of Public Accounts on a monthly, quarterly or annual basis. Of the 8.25% tax, the State retains 6.25% and distributes 2% to the City. Of the total 2% local share, 0.25% is allocated to the Windcrest Economic Development Corporation 0.25% is allocated to the Street Fund (CIP), 0.25% allocated to the Windcrest Crime Control and Prevention District the remaining 1.25% is deposited in the General Fund. The overall sales tax budget for FY19-20 is \$5,020,386 million. Sales tax revenue estimates are prepared using a combination of forecasting methodologies.

The total budget for sales tax for FY19-20 is \$5,020,386 million, which is a 2.79% decrease over FY18-19 projections due to the projected reduction in the proposed fiscal year 19-20 Economic Development Corporation (EDC) budget, which was approved by the Economic Development Corporation (EDC) Board. The chart illustrates the historical trend of sales tax collections in the City.



**Franchise Taxes (General Fund)** Franchise Taxes represent 8% of City general fund revenues at \$0.5 million and are comprised of franchise taxes. Franchise taxes are anticipated to total \$591,242. Franchise revenues are derived from non-exclusive franchise agreements the City has with utilities and the solid waste providers that use the City's right-of-way to conduct business. Besides defining the responsibilities of the utilities maintaining their assets, the agreements contain a franchise fee clause that requires the utilities and solid waste companies to compensate the City for use of right-of-way and streets. Generally, the fees are based on a percentage of gross receipts or a per-unit of usage charge (generated by customers located within the City's limits) that range from 2% to 5%.

**Permits, Licenses, Fees** represent 6% of total general fund revenues at \$462,690.75. Charges for services primarily derived from fees for permits, administrative fees, facility rentals, and various licenses.

Charges for services are budgeted based on the historic collections, with growth factor included where appropriate.

**Other Revenue Sources.** Other revenue sources represent 15% of total general fund revenues at \$1,061,896. Other revenue sources include miscellaneous revenues, inter-fund transfers and municipal court

**Garbage Fund.** Charges for garbage services in the Garbage Fund are anticipated to total \$1.3 million. The City contracts solid waste service and provides twice weekly trash collection and weekly recycling. Residents currently pay \$24.36 per month for this service including taxes. In the FY19-20 budget the residential rate will not be increased, commercial rate increases 10%. The budget anticipates over 2,400 residential households and 100 commercial accounts served during the FY 19-20.

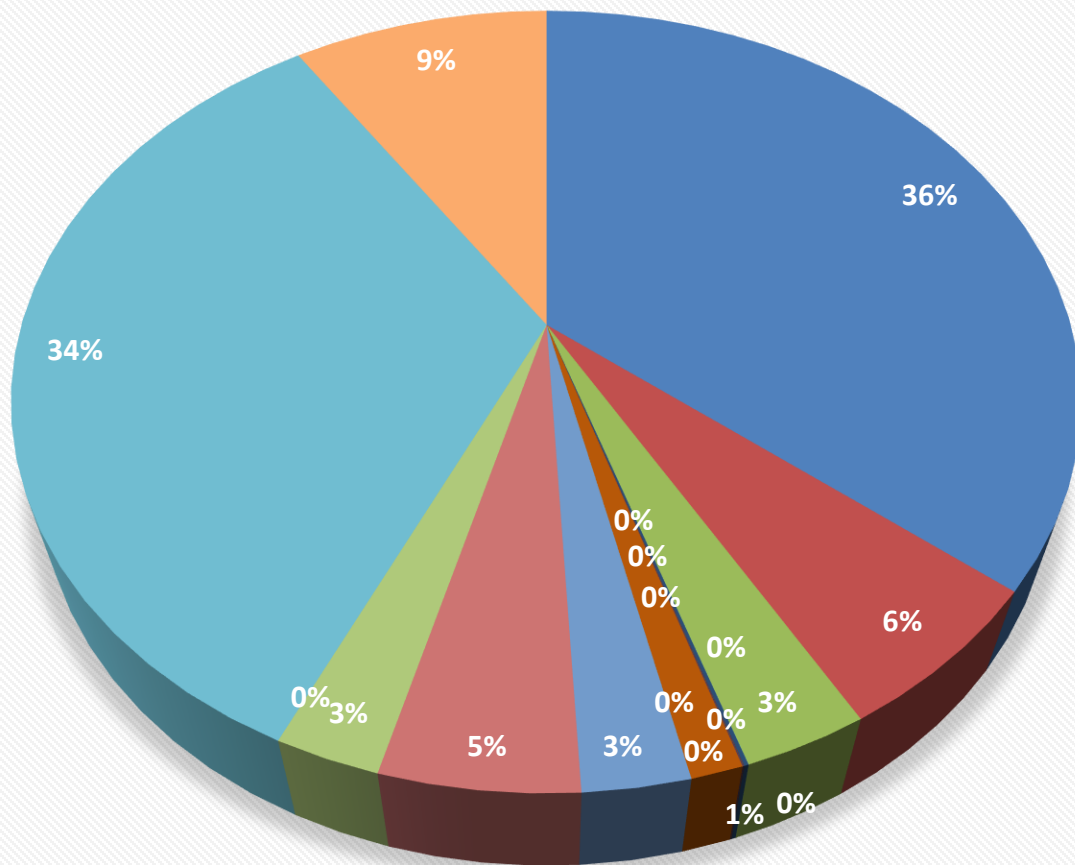
## Expenditures

The FY2019-2020 budget totals \$20,400,691 million (including inter-fund transfers). The chart below illustrates the breakdown of expenditures by major fund.

Fund	Budgeted Expenditures FY 19-20
General Fund	7,281,596.00
Garbage Fund	1,233,500.00
Debt Service Fund (GO Bond 2019 Series A & B)	653,413.00
Asset Seizure Fund (Federal)	-
Asset Seizure Fund (State)	600.00
County Fire Contribution Fund	-
School Crossing Guard Fund	24,000.00
Police Donations Fund	2,500.00
Police Education Training Fund	1,000.00
Court Technology Fund	4,625.00
Court Building Security Fund	-
Hotel Occupancy Tax Fund	270,000.00
EDC	556,164.00
WCCPD	1,028,785.00
Street Fund (CIP)	550,000.00
Public, Education & Gov.	-
2019 Series A Fund	6,900,000.00
2019 Series B Fund	1,894,508.00
Total	20,400,691.00



## Expenditures by Fund



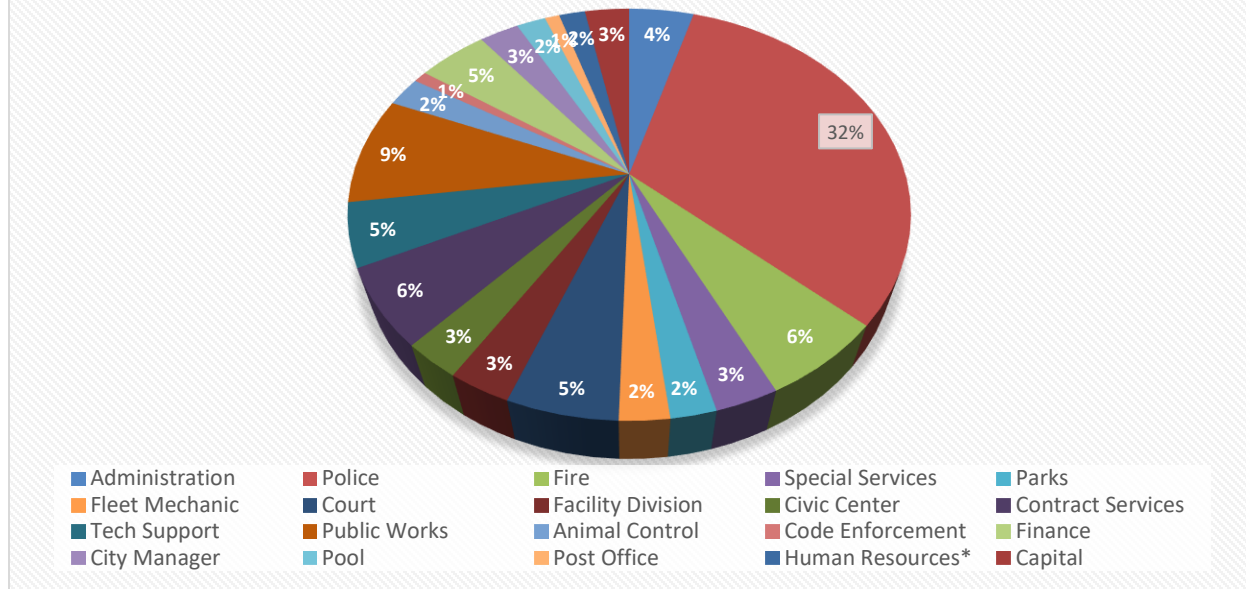
- General Fund
- Debt Service Fund (GO Bond 2019 Series A & B)
- Asset Seizure Fund (State)
- School Crossing Guard Fund
- Police Education Training Fund
- Court Building Security Fund
- EDC
- Street Fund (CIP)
- 2019 Series A Fund
- Garbage Fund
- Asset Seizure Fund (Federal)
- County Fire Contribution Fund
- Police Donations Fund
- Court Technology Fund
- Hotel Occupancy Tax Fund
- WCCPD
- Public, Education & Gov.
- 2019 Series B Fund

**General Fund expenditures** represent 36% of overall proposed expenditures at \$7.2 million. General fund expenditures are for administrative functions, community services, public safety, including City Management, City Secretary, City Attorney, Human Resources, Information Technology, Communications, Tourism, Parks, Public Works, Neighborhood Services. Services provided include: park and recreation activities and facilities, right-of-way maintenance, streetlights, streets,

sidewalks, traffic signals, drainage maintenance, code enforcement, engineering, planning, permits & inspections, animal services, fleet, and facilities maintenance among others.

Department	Budgeted Expenditures FY 19-20
Administration	326,413.00
Police	2,337,660.00
Fire	451,898.00
Special Services	223,987.00
Parks	161,000.00
Fleet Mechanic	175,310.00
Court	392,357.00
Facility Division	222,000.00
Civic Center	206,104.00
Contract Services	443,046.00
Tech Support	360,500.00
Public Works	619,217.00
Animal Control	173,861.00
Code Enforcement	67,544.00
Finance	346,871.00
City Manager	198,079.00
Pool	147,061.00
Post Office	73,476.00
Human Resources*	131,000.00
Capital	224,212.00
Total	7,281,596.00

## General Fund Expenditures by Dept. FY 2019-2020



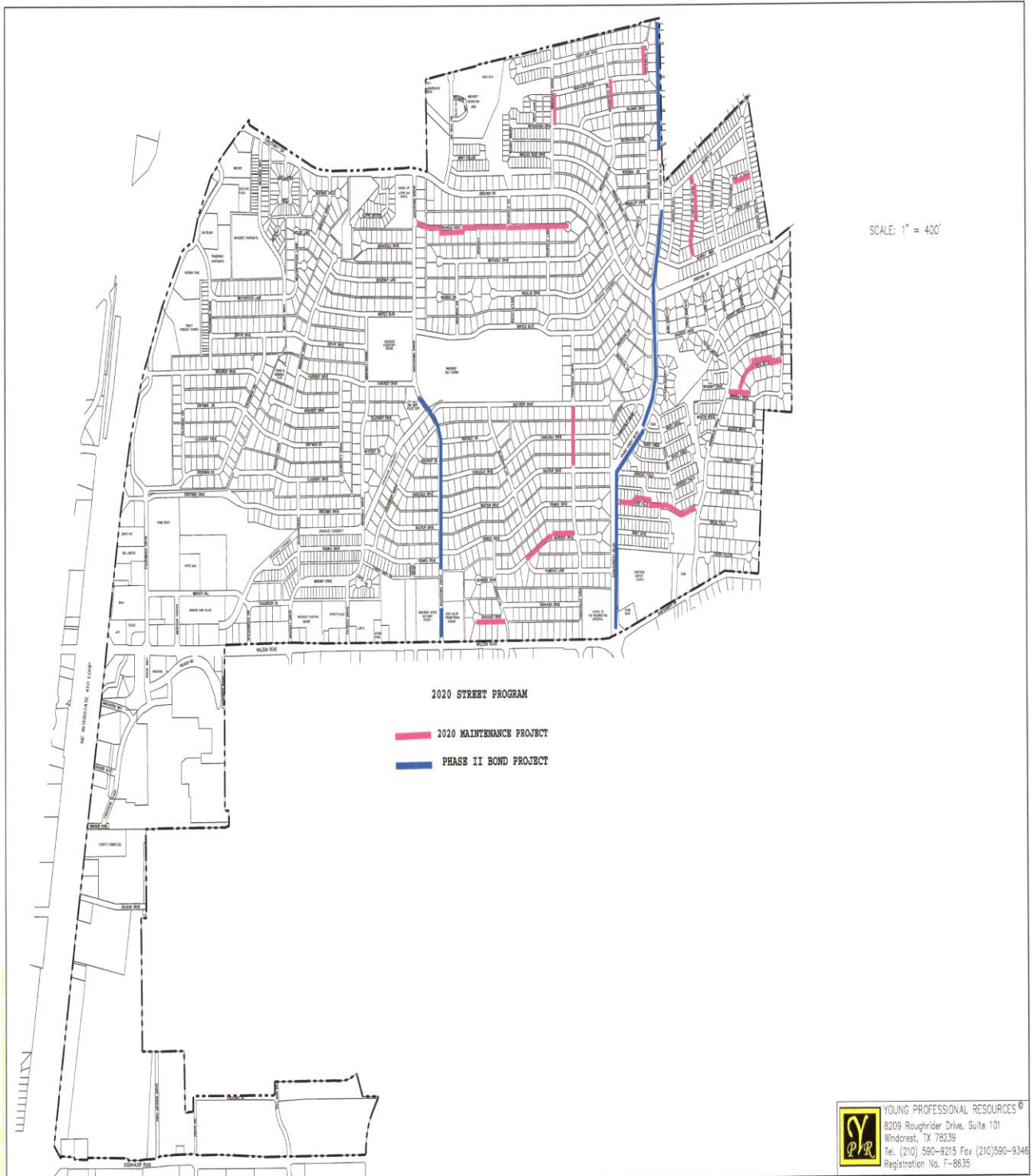
### Employee Compensation

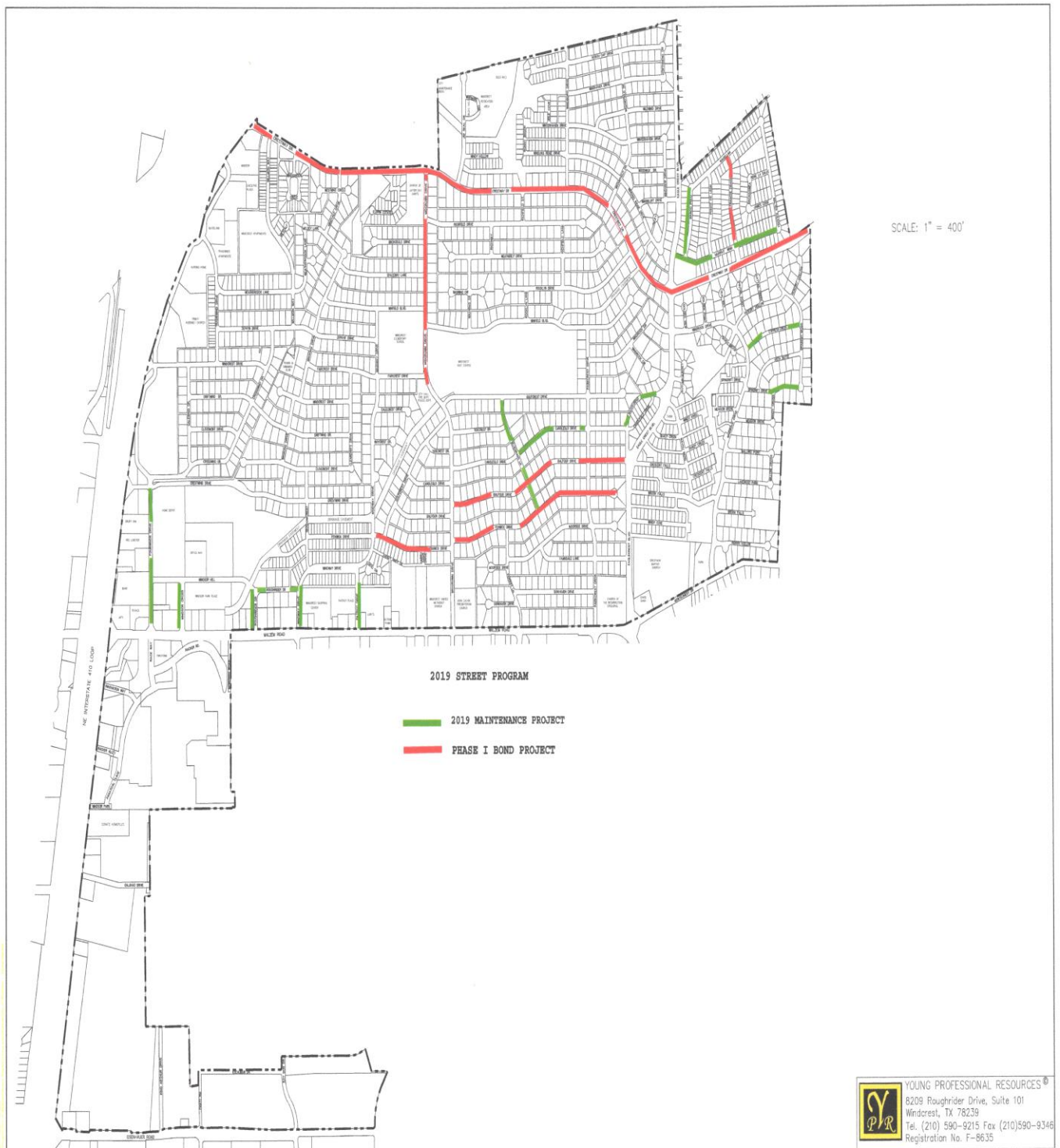
The City offers a competitive benefit package to employees, including medical, dental and vision coverages. The City participates in the Texas Municipal Retirement System (TMRS); employees contribute 6% of their gross pay and the City matches employee contributions 1.5 to 1, and employees are vested after five years of service. The contribution rate to TMRS for the City changes each year and is based on actuarial analysis of funding needs in the City's plan. The City's contribution rate to TMRS decreased from 8.11% in 2018 to 7.61% in 2019 (effective January 1, 2019). The FY 19-20 budget includes two 0.5 new positions to assist with additional workload related to permits and Fire Department. The FY 19-20 budget does not include funding for any cost of living or merit increases for the employees.

The anticipated FY19-20 ending fund balance in the General Fund is \$2,187,009 which is higher than the City Charter requirement of 25% recurring operating expenditures.

**Debt Service Fund** represents 3% of total expenditures at \$653,413 and includes principal and interest payments on debt issued through bonds, backed by the property tax. A portion of the tax rate is directed to the Debt Service Fund to meet debt backed by taxes.

**2019 Series A Fund, 2019 Series B Fund, Streets (CIP) Fund.** In FY 17-18 the City Council voted to proceed with the bond election in the FY 18-19 for the Streets Capital improvement Projects and Fire Capital Equipment which coincide with the City's 7-year Capital Improvement Plan (CIP). The 7,400,000.00 General Obligation Bond for the Streets (CIP) and \$2,000,000.00 General Obligation Bond for the Fire Capital Equipment. The Streets (CIP) project consists of two phases. Phase 1 of the Streets (CIP) project started in fiscal year 18-19 and includes: Base Failure Repair, Milling, Asphalt Overlay, Permanent Pavement Marking. Phase 2 is anticipated to start in fiscal year 19-20. Below are attached Phase 1 and Phase 2 maps which also indicate the funding distribution between various funds.





For more information and detail please refer to the individual department summaries.

In preparation of the fiscal year 19-20 Budget, City staff was mindful of the obligation we have as a public servant to be responsible stewards of the city and its resources. The preparation of this report would not have been possible without the efficient and dedicated services of the entire staff of the finance department. We would like to express our appreciation to all members of the department who assisted and contributed to the preparation of this report.

In conclusion, we would have none of the success we have enjoyed without the assistance of each and every staff member, as well as the support and strategic direction from the Mayor and the City Council during the strategic planning, pre-budget, and budget approval process.

Respectfully submitted,

*Rafael Castillo Jr*  
City Manager

*Don Hakala*  
Municipal Finance Officer





## Mayor's Message

I am proud to present the 2019-2020 budget for the City of Windcrest. The Council spent more time and effort reviewing this Budget than any previous budgets I am aware of. We gave guidance that the tax rate should stay the same and it does. We took the time with every Department Head to discuss and ask questions on their budget requests. We held public hearing on the Budget and the Tax Rate. Finally, we placed the Budget on our agendas so that every meeting we would allow citizens to comment.

There are some exciting Economic Development Projects that are in the works that could put Windcrest in an even better position. We are committed to continuing to look forward and keep quality of life high and our home values increasing.

This Budget is conservative, balanced and it exceeds the Charter dictated requirement for a 25% reserve fund balance.

The Council and I want to personally thank our Finance Team for putting this to budget together and the Department Heads for their hard work in being frugal with the funding provided by your tax dollars.

*Dan Reese*

Mayor

**ORDINANCE NO. 2019-700**

**AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF WINDCREST FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING ON SEPTEMBER 30, 2020; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS,** a budget for operating the municipal government of City of Windcrest for the fiscal year October 1, 2019, to September 30, 2020, has been prepared in accordance with Chapter 102 of the Texas Local Government Code for the City of Windcrest, Texas; and

**WHEREAS,** said budget has been submitted to the City Council in accordance with the Local Government Code; and

**WHEREAS,** public notice of a public hearing upon this budget has been duly and legally made as required by the Local Government Code; and

**WHEREAS,** said public hearing on the Proposed Budget has been held; and

**WHEREAS,** the City's Proposed Budget has been amended in accordance with the Local Government Code; and

**WHEREAS,** a public hearing has been had upon said amendments to the Proposed Budget and, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended at said hearings should be approved and adopted.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST:**

**SECTION 1.**

That the City Council of the City of Windcrest ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2019, to September 30, 2020, a copy of which shall be filed with the office of the City Secretary and with the Bexar County Clerk and which shall also be posted on the City's Internet Website, and which is incorporated herein for all intents and purposes.

**SECTION 2.**

That the appropriations for the 2019-2020 fiscal year for the different administrative units and purposes of the City of Windcrest, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for payment of the principal and interest and the retirement of the bonded debt of the City of Windcrest.

**SECTION 3.**

That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

**SECTION 4.**

That all ordinances and appropriations for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

**SECTION 5.**

That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

**DULY PASSED ON FIRST READING**, on the 16<sup>th</sup> day of September, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

**DULY PASSED AND APPROVED**, on the 20<sup>th</sup> day of September, 2019 at a special meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS



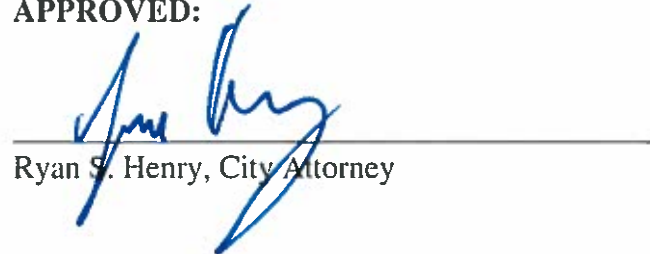
Dan Reese, Mayor

**ATTEST:**



Rachel C. Dominguez, City Secretary

**APPROVED:**



Ryan S. Henry, City Attorney



**CITY OF WINDCREST, TEXAS**  
**APPROVED FUND SUMMARY**  
**FISCAL YEAR 2018-19 BUDGET**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	Beginning Fund Balance	Revenues	Expenditures	Ending Fund Balance
	-			
General Fund	1,829,208.00	7,407,743.00	7,512,392.00	1,724,559
Garbage Fund	(285,376.00)	1,329,955.00	1,165,521.00	(120,942)
Debt Service Fund	440.00	-	-	440
Asset Seizure Fund (Federal)	488.00	5.00	-	493
Asset Seizure Fund (State)	2,892.00	6.00	-	2,898
County Fire Contribution Fund	16,819.00	-	2,000.00	14,819
School Crossing Guard Fund	48,012.00	6,488.00	12,000.00	42,500
Police Donations Fund	1,821.00	1,039.00	1,800.00	1,060
Police Education Training Fund	2,340.00	2,573.00	2,500.00	2,413
*Roosevelt Scholarship Fund	4.00	-	4.00	-
Court Technology Fund	21,669.00	15,653.00	4,625.00	32,697
Court Building Security Fund	43,771.00	11,566.00	2,500.00	52,837
Hotel Occupancy Tax Fund	128,352.00	298,371.00	270,000.00	156,723
EDC	568,048.00	629,904.00	226,651.00	971,301
WCCPD	631,607.00	780,794.00	950,474.00	461,927
Street Fund (CIP)	164,847.00	619,937.00	730,000.00	54,784
Public, Education & Gov.	12,926.00	12,000.00	-	24,926
2019 Series A Fund	-	7,400,000.00	500,000.00	6,900,000
2019 Series B Fund	-	2,000,000.00	105,492.00	1,894,508
<b>Total:</b>	<b>3,187,868.00</b>	<b>20,516,034.00</b>	<b>11,485,959.00</b>	<b>12,217,943.00</b>

\* Fund will be closed affective 9/30/2019

**CITY OF WINDCREST, TEXAS**  
**APPROVED FUND SUMMARY**  
**FISCAL YEAR 2019-20 BUDGET**  
**SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**

	Beginning Fund Balance	Revenues	Expenditures / Transfer Outs		Ending Fund Balance
General Fund	1,724,559	7,744,046	7,281,596	**	2,187,009
Garbage Fund	(120,942)	1,303,250	1,233,500		(51,192)
Debt Service Fund (GO Bond 2019 Series A & B)	440	658,416	653,412		5,444
Asset Seizure Fund (Federal)	493	-	-		493
Asset Seizure Fund (State)	2,898	1,000	600		3,298
County Fire Contribution Fund	14,819	-	-		14,819
School Crossing Guard Fund	42,500	6,337	24,000		24,837
Police Donations Fund	1,060	2,520	2,500		1,080
Police Education Training Fund	2,413	1,000	1,000		2,413
Court Technology Fund	32,697	15,677	4,625		43,749
Court Building Security Fund	52,837	11,558	-		64,395
Hotel Occupancy Tax Fund	156,723	295,037	270,000		181,760
EDC	971,301	556,001	556,164		971,138
WCCPD	461,927	694,922	1,028,785		128,064
Street Fund (CIP)	54,784	619,616	550,000	**	124,400
Public, Education & Gov.	24,926	12,000	-		36,926
2019 Series A Fund	6,900,000	-	6,900,000		-
2019 Series B Fund	1,894,508	-	1,894,508		-
<b>Total:</b>	<b>12,217,943.00</b>	<b>11,921,380.00</b>	<b>20,400,690.00</b>		<b>3,738,633.00</b>



**City of Windcrest**  
**General Fund Summary by Department**  
**Fiscal Year 2018-2019, 2019-2020**

		18/19 Projected Year End	Approved FY 19-20
<b>General Fund</b>			
	<b><u>Fund Balance (as per Audit)</u></b>	<b><u>1,829,208.00</u></b>	<b><u>1,724,558.00</u></b>
	Revenues	7,407,743.00	7,744,046.00
	Admin	300,258.00	326,413.00
	Police	2,372,817.00	2,337,660.00
	Fire	391,985.00	451,898.00
	Special Services	181,748.00	223,987.00
	Parks	138,500.00	161,000.00
	Fleet Mechanic	173,750.00	175,310.00
	Court	346,362.00	392,357.00
	Facility Division	228,350.00	222,000.00
	Civic Center	179,059.00	206,104.00
	Contract Services	482,598.00	443,046.00
	Tech Support	405,000.00	360,500.00
	Public Works	749,408.00	619,217.00
	Animal Control	165,926.00	173,861.00
	Code Enforcement	73,144.00	67,544.00
	Finance	345,253.00	346,871.00
	City Manager	189,030.00	198,079.00
	Pool	111,286.00	147,061.00
	Post Office	63,397.00	73,476.00
	Human Resources	131,822.00	131,000.00
	Capital	482,700.00	224,212.00
Ending Fund Balance		1,724,558.00	2,187,008.00
Total Expenditures*		7,512,393.00	7,281,596.00
Ending Fund Balance <b>Less Capital</b>		2,207,258.00	2,411,220.00
Total Expenditures* <b>Less Capital</b>		7,029,693.00	7,057,384.00
<b>Revenue over/(under) expenditures</b>		<b>-\$104,650.00</b>	<b>\$462,450.00</b>
Using Unrestricted Funds, was approved with the FY 16-17 Budget			

<u>Projected Fund Balance year end FY 18-19* and FY19-20</u>	1,724,558.00	2,187,008.00
Restricted Fund Balance <b>(25 %, APPROVED ON 9/20/16)</b>	1,757,423.25	1,764,346.00
Unrestricted Fund Balance <b>(FY Ending Fund Balance -(minus) 25% Restricted Fund Balance)</b>	<b>(32,865.25)</b>	<b>422,662.00</b>
<b>Total Fund Balance year end FY 18-19, 19-20</b>	<b>1,757,423.25</b>	<b>1,731,480.75</b>

\* City Charter . Article VI- Finance. Section 6.12 Reserve Fund  
[http://windcresttx.granicus.com/MediaPlayer.php?view\\_id=8&clip\\_id=1781](http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1781)

	18/19 Projected Year End	Approved FY 19-20
Publication expenditure	\$13,000	\$13,000
Lobbying	\$0.00	\$0.00

## Items to consider FY 19-20

Item(s)	Requested	Approved	Option 1	Option 2	Option 3	Option 4	Option 5
			2FTE's	4FTE's	6FTE's		
HRA	\$ 65,000.00	\$ 50,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 50,000.00
-Fire Fighters (6 FTE's)	\$ 378,000.00		\$ 126,000.00	\$ 252,000.00	\$ 378,000.00		
-Fire Administrative Assistant (0.5 FTE)	\$ 22,500.00	\$ 22,500.00	\$ -	\$ -	\$ -	\$ -	
-Permits Clerk (0.5 FTE)	\$ 22,500.00	\$ 22,500.00	\$ -	\$ -	\$ -	\$ -	
Insurance increase	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
-Non Public Safety Personnel Pay Adjustment (GF)							\$ 46,000.00
-Public Safety Personnel Pay Adj. (GF)							\$ 64,000.00
-Public Safety Personnel Pay Adj. (WCCPD)							\$ 10,000.00
							\$ -
<b>Total Benefits Increase</b>		<b>\$ 120,000.00</b>	\$ 247,000.00	\$ 373,000.00	\$ 499,000.00	\$ 121,000.00	\$ 195,000.00
<b>25% RESTRICTED RESERVE</b>		<b>\$ 30,000.00</b>	\$ 61,750.00	\$ 93,250.00	\$ 124,750.00	\$ 30,250.00	\$ 48,750.00
<b>Items for FY 2019-20</b>							
-EDC audit adjustment	\$ 145,000.00	\$ -	\$ 145,000.00				\$ 145,000.00
<b>FD Capital</b>							
Bunker Gear (only for requested paid Fire Fighters)	\$ 36,000.00	\$ -	-	-	-	-	-
2019 Chevy Tahoe (Chiefs Vehicle)	\$ 71,890.00	\$ -	-	-	-	-	-
2019 Chevy Tahoe (Quick Response Medical Vehicle)	\$ 71,890.00	\$ -	-	-	-	-	-
2019 Chevy Tahoe (Fire Marshal's Vehicle)	\$ 71,890.00	\$ -	-	-	-	-	-
			-	-	-	-	-
<b>Total FD</b>	<b>\$ 251,670.00</b>	<b>\$ -</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PW Capital</b>							
-Street signs	\$ 30,000.00	\$ 30,000.00					
-Street Sweeper	\$ 48,168.81	\$ 48,168.81	-	-	-	-	-
Gator, 2 passanger	\$ 10,000.00	\$ -	-	-	-	-	-
Scag mower	\$ 10,000.00	\$ -	-	-	-	-	-
Public Works employee ( 2FTE)	\$ 70,000.00	\$ -	-	-	-	-	-
<b>Total PW</b>	<b>\$ 90,000.00</b>	<b>\$ 78,168.81</b>	\$ -	\$ -	\$ -	\$ -	\$ -

## Items to consider FY 19-20

Item(s)	Requested	Approved	Option 1	Option 2	Option 3	Option 4	Option 5
<b>P&amp;R Capital</b>							
-Takas Park improvements	\$ 50,000.00	\$ -					
-Lights lease purchase approved FY 15-16	\$ 91,043.28	\$ 91,043.28					
-New exercise equipment (P&R)	\$ 6,000.00	\$ -	-	-	-	-	-
<b>Total P&amp;R Capital</b>	<b>\$ 6,000.00</b>	<b>\$ 91,043.28</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Finance Capital</b>							
-New computers	\$ 50,000.00	\$ 50,000.00					50,000.00
-Plat scanner	\$ 10,000.00	\$ -					-
<b>Total Finance Capital</b>	<b>\$ 60,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>
<b>Pool Capital</b>							
-Blue shade replacement	\$ 8,000.00	\$ -					-
-Slide	\$ 5,500.00	\$ -					-
<b>Total Pool Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Approved</b>		<b>\$ 369,212.09</b>					

Revenue over Expenditures ( see GF Summary)(\*)

Available funds (Over 25 % required reserve)      \$      422,662.00      \$      422,662.00

\* Property tax rate 0.327469, no increase in FY 19-20

**RESOLUTION NUMBER 2019-719**

**A RESOLUTION RATIFYING THE RECENTLY ADOPTED BUDGET.**

**WHEREAS**, the City of Windcrest adopted its Budget for fiscal year 2019-2020;  
and


**WHEREAS**, Local Government Code Section 102.007 (c) requires the City to  
ratify the Budget by a separate vote;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of  
Windcrest, Texas, that:

1. The recently adopted Budget for fiscal year 2019-2020 containing a  
property tax increase that raises more revenue from property taxes than was raised from  
property taxes in the previous year is hereby ratified.

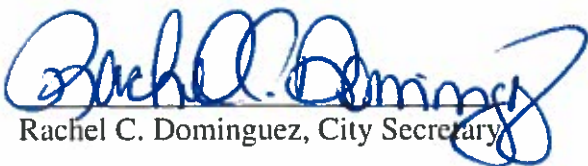
**DULY PASSED AND APPROVED**, on the 20<sup>th</sup> day of September, 2019 at a  
regular meeting of the City Council of the City of Windcrest, Texas, which meeting was  
held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at  
which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

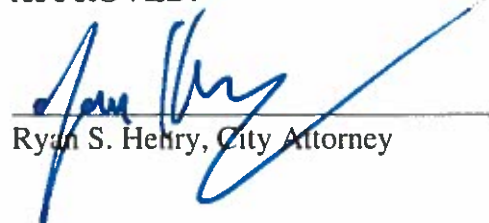
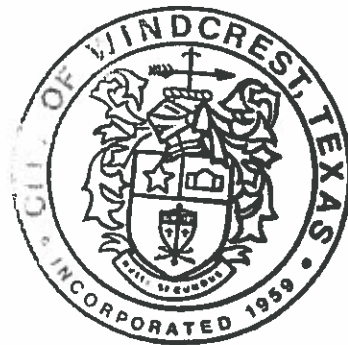


Dan Reese, Mayor

**ATTEST:**

  
Rachel C. Dominguez, City Secretary

**APPROVED:**

  
Ryan S. Henry, City Attorney

## **ORDINANCE 2019-701**

**AN ORDINANCE ADOPTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF WINDCREST, TEXAS, FOR THE 2019 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WINDCREST FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING ON SEPTEMBER 30, 2020; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Chief Appraiser of the Bexar County Tax Appraisal District has prepared and certified the appraisal roll of the City of Windcrest, Texas, said roll being that portion of the approved appraisal roll of the Bexar County Tax Appraisal District which lists property taxable by the City of Windcrest, Texas; and

**WHEREAS**, the Tax Assessor and Collector of Bexar County has performed the statutory calculations required by Section 26.04 of the Texas Tax Code, and has published the effective tax rate, the rollback tax rate, an explanation of how they were calculated, and has fulfilled all other requirements for publication as contained in Section 26.04(e) of the Texas Tax Code, in a manner designed to come to the attention of all residents of said City and has submitted said rates to the City Council of said City prior to the regular City Council meeting of September xx<sup>th</sup> 2019; and

**WHEREAS**, the City Council has complied with all applicable requirements of the Texas Tax Code prior to the setting of the tax rate for said City for 2019.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST:**

### **SECTION 1.**

That the tax rate of the City of Windcrest, Texas for the tax year 2019 be, and is hereby, set at **\$ 0.327469** on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

### **SECTION 2.**

That there is hereby levied for the tax year 2019 upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, and there shall be collected for the use and support of the municipal government of the City of Windcrest, Texas, to provide a sinking fund for the retirement of the bonded debt of

said City and to provide for permanent improvements in said City, and said tax, so levied and collected, shall be apportioned to the specific purposes hereinafter set forth; to-wit:

A. For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations)  
\$ 0.327469 cents on each one hundred dollars (\$100) of the taxable value of such property; and,

B. To provide for sinking funds for the payment of the principal and interest and the retirement of the bonded debt, and the same shall become due as shall be necessary to pay the principal and interest of the current year as follows:

\$0.086075 cents per one hundred dollars (\$100) valuation.

### **SECTION 3.**

That the Bexar County Tax Assessor and Collector is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

### **SECTION 4.**

That the Municipal finance Officer of said City shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

### **SECTION 5.**

That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Windcrest's FY 2019-2020 Annual Budget.

### **SECTION 6.**

That all monies collected which are not specifically appropriated shall be deposited in the general fund.

### **SECTION 7.**

That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

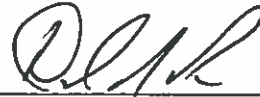
**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4.98 PERCENT AND WILL RASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000.00 HOME BY APPROXIMATELY \$15.51**



**DULY PASSED ON FIRST READING**, on the 16<sup>th</sup> day of September, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

**DULY PASSED AND APPROVED**, on the 20<sup>th</sup> day of September, 2019 at a special meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

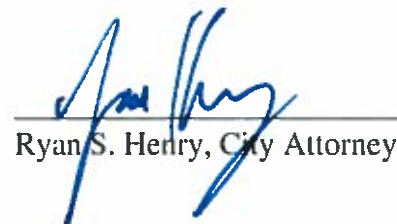


Dan Reese, Mayor

**ATTEST:**

  
Rachel C. Dominguez, City Secretary

**APPROVED:**

  
Ryan S. Henry, City Attorney

**AD VALOREM TAXES ANALYSIS  
ESTIMATE OF AD VALOREM TAX REVENUE  
AND PROPOSED DISTRIBUTION OF COLLECTIONS  
BASED ON 2019 TAX RATE CALCULATION WORKSHEET 7/24/2019**

Taxable Assessed Valuation	\$764,933,205
Less TIF	\$0
Net Taxable Assessed Valuation	\$764,933,205
Proposed Tax Rate of \$100 Valuation	0.413544
Gross Revenue from Taxes	\$3,163,335
Estimated Percent of Collections	99%
Estimated Funds from Tax Levy	\$3,131,485

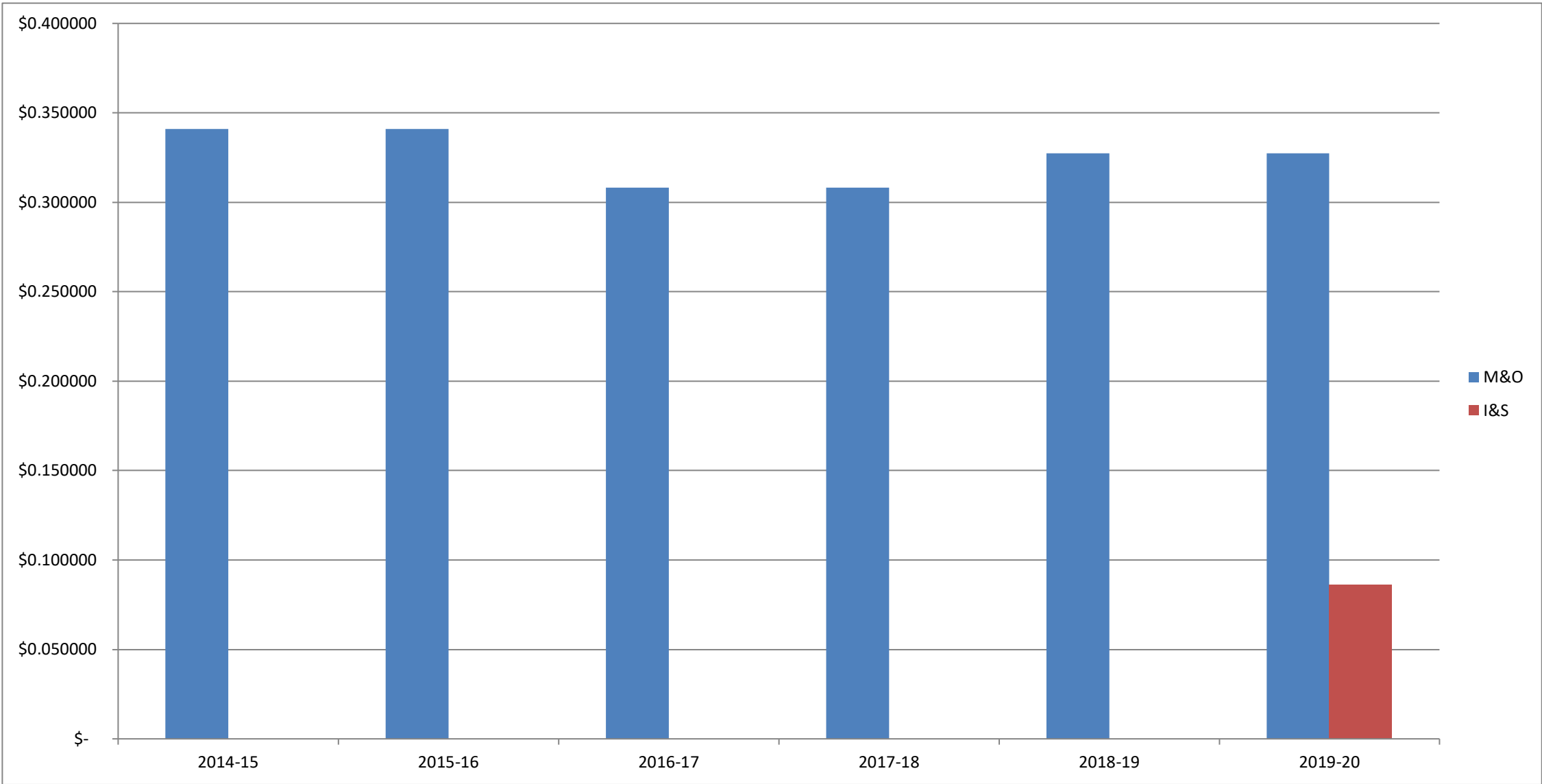
**PROPOSED DISTRIBUTION OF ALL TAX COLLECTIONS**

	<u>% of Total</u>	<u>Tax Rate</u>	<u>Collections</u>
General Fund (Operations and Maintenance)	78.97%	0.327469	\$2,473,069
Interest & Sinking	21.03%	0.086075	658,416
Total	100.01%	0.413544	\$3,131,485

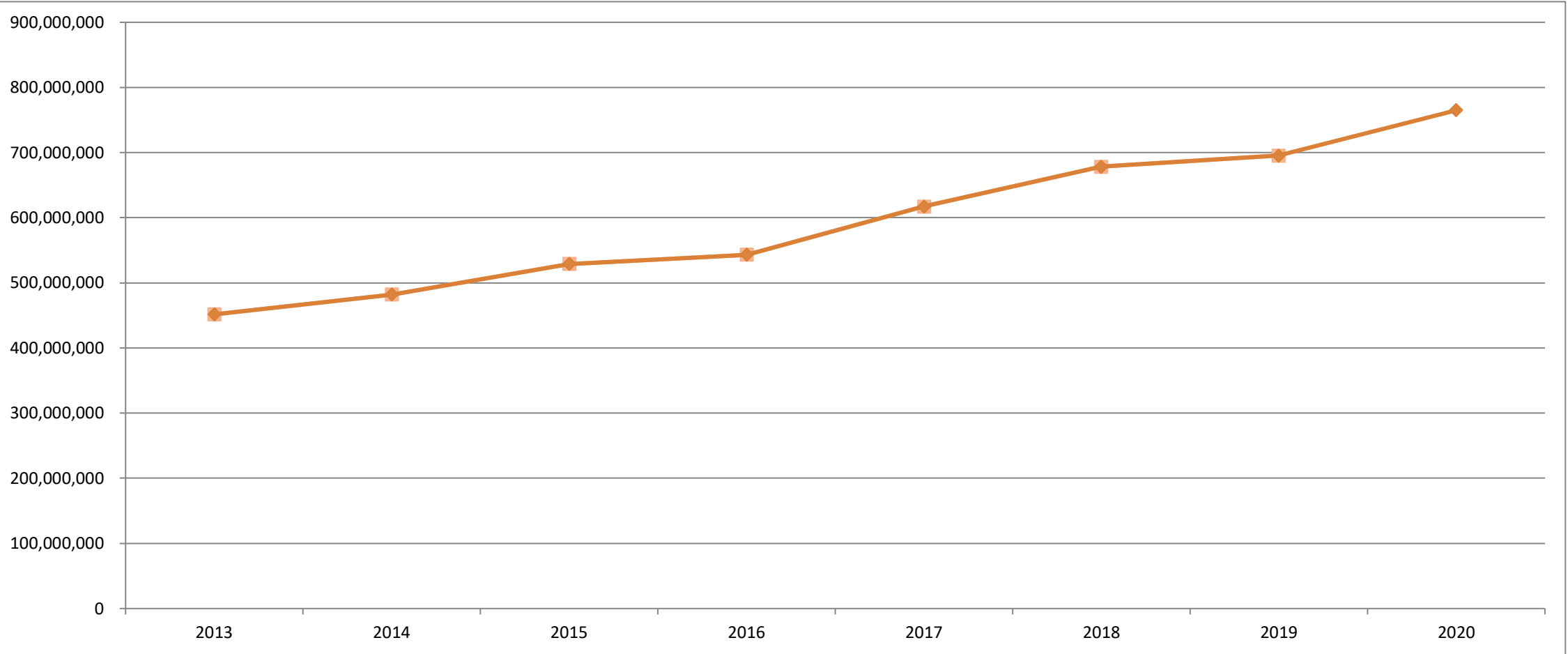
**COMPARISON OF PREVIOUS YEARS TAX RATES AND PROPERTY VALUE ANALYSIS**

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
General Fund (Operations & Maintenance)	0.340900	0.340900	0.308093	0.308092	0.327469	0.327469
Interest & Sinking	0.000000	0.000000	0.000000	0.000000	0.000000	0.086075
Total	0.340900	0.340900	0.308093	0.308092	0.327469	0.413544

**Tax Rate**



**Taxable Assesed Value**



## **ORDINANCE NO. 2019-702**

**AN ORDINANCE SETTING FEES FOR VARIOUS CITY SERVICES AND CONSOLIDATING THOSE FEES FOR CONVENIENCE; AMENDING VARIOUS CITY ORDINANCES; AND CONTAINING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Windcrest has adopted numerous ordinances that provide for various fees and charges that are subject to change from time to time; and

**WHEREAS**, the City has determined that it would be convenient to consolidate those fees in one ordinance that can be reviewed and amended as needed from time to time; and

**WHEREAS**, the City has adopted a budget for the upcoming fiscal year that incorporates the fees and charges specified herein; and

**WHEREAS**, the City has determined that the fees and charges specified herein are reasonable, necessary, fair and designed to fund the various activities to which they pertain; and

**WHEREAS**, the City has conducted a public hearing at which the fees imposed herein were made known to the public and the governing body; and

**WHEREAS**, the City has determined that the fees set forth herein will promote the health, safety, and welfare of the citizens of Windcrest; and

**WHEREAS**, this ordinance was adopted at a meeting of the Windcrest City Council held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council was present and voting;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS:**

### **SECTION 1. Rates Imposed.**

The City hereby adopts the Fee Schedule attached as Exhibit "A" and "B" hereto and imposes the fees set forth therein upon the services, activities, events, materials, and supplies that are described therein. These rates shall be collected by the City in accordance with the various City ordinances that more particularly describe each of the fees.

Sanitation rates (Exhibit B) are subject to Consumer Price Index (CPI) increase for Commercial and Residential rates.

**SECTION 2.** Ordinances Amended.

Each City ordinance that originally provided a fee, charge, or fine that is mentioned on Exhibit "A" and "B" is hereby amended as shown on Exhibit "A" and "B".

**SECTION 3.** Severability.

Should any portion or part of this ordinance be held for any reason invalid or unenforceable by a court of competent jurisdiction, the same shall not be construed to affect any other valid portion hereof, but all valid portions hereof shall remain in full force and effect.

**SECTION 4.** Effective Date.

This Ordinance shall be effective upon its passage.

PASSED on first reading on the 9<sup>th</sup> day of September , 2019 at a regular meeting of the City Council of the CITY of WINDCREST, Texas which meeting was held in compliance with the Open Meetings Act, Tex. Gov't Code, §551.001, et.seq. at which meeting a quorum was present and voting.

PASSED AND APPROVED on second reading on the 16<sup>th</sup> day of September, 2019 at a regular meeting of the City Council of the CITY of WINDCREST, Texas which meeting was held in compliance with the Open Meetings Act, Tex. Gov't Code, §551.001, et.seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

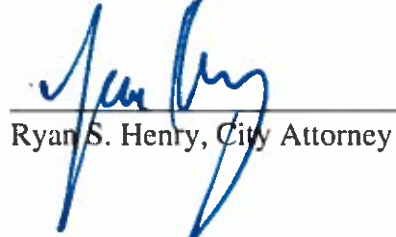


Dan Reese, Mayor

ATTEST:

  
Rachel C. Dominguez, City Secretary

APPROVED:

  
Ryan S. Henry, City Attorney

**City of Windcrest**  
**Master Fee Schedule**  
**Ordinance 2019-702**

**ANIMAL CONTROL**

<b><u>Deposits</u></b>	
Rabies Vaccination	\$50.00
Sterilization:	
Male Cat	\$75.00
Female Cat	\$90.00
Male Dog	\$75.00
Female Dog	
<b><u>Pet Tags</u></b>	
Sterilized and Microchipped	Free
Sterilized	\$5.00
Not Sterilized	\$25.00
Duplicate Pet Tag	\$2.00
<b><u>Reclamation</u></b>	
1st time dog is reclaimed instance per resident, one dog	\$0.00
2nd time dog is reclaimed instance per resident, per dog	\$35.00
3rd time dog is reclaimed instance per resident, per dog	\$75.00
4th time & subsequent times dog is reclaimed instance per resident, per dog	\$200.00
<b><u>Citations and Fines</u></b>	
Animal Cruelty	Citation
Dog Off Leash	Citation
Improper Animal Transport	Citation
Inadequate Care and Shelter	Citation
Each instance per residence per cat outside not sterilized	\$50.00
Rabies immunization for reclaimed animals without current proof of vaccination	\$10.00
Fine for animals in violation of Windcrest Code of Ordinances, Sec. 6-59(b), requiring identification tags or microchip	\$25.00

Violation of Windcrest Code of Ordinances, Sec. 6-62, requiring leashing or containment of dogs when under owner's control but outside of owner's fenced premises (The owner will also pay all boarding fees)	\$100.00
Dogs captured who have not been registered with the City, an additional (No proof of vaccination cost will be paid by owner)	\$100.00

## BUILDING AND BUILDING CODE

### A. RESIDENTIAL PERMIT FEES

<b><u>Building and Building Code</u></b>	
<b>New Construction</b>	
Single-Family Residential	\$950.00 plus \$0.52 per square foot of living space
Curb Cuts/Driveways	\$50.00
Certificate of Occupancy (non-refundable)	\$100.00
Variance Request	\$150.00
Moving Permit	\$100.00
Demolition Permit	\$200.00
Dumpster Permit	\$100.00
Plan Review Fee	475.00
Revised Plan Review Fee	\$100.00
Non-Compliance Fee (work started or performed without a permit)	\$100.00 plus 2x the permit cost.  Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	\$100.00
<b>Residential Remodels/Maintenance</b>	
Foundation	\$5.00
Driveways	\$5.00
Sidewalks	\$5.00
Re-roofs	\$5.00
Fences	\$5.00
Accessory Buildings	\$5.00
Variance Request	\$5.00
Demolition Permit	\$100.00
Dumpster Permit	\$50.00



Plan Review Fee	\$55.00
Revised Plan Review Fee	\$55.00
Non-Compliance Fee (work started or performed without a permit)	\$100.00 plus 2x the permit cost.  Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	\$100.00
<b><u>Plumbing Permits</u></b>	
New Construction	\$250.00
Remodel	\$200.00
Water Softener	\$5.00
House Sewer	\$5.00
Water Heater	\$5.00
Water Piping	\$5.00
Water Line	\$5.00
Gas Test	\$5.00
Lawn Irrigation/Sprinklers	\$100.00
<b><u>HVAC/Mechanical Permits</u></b>	
New Construction	\$200.00
Replace Unit	\$100.00
A/C Air Duct Replacement	\$150.00
<b><u>Electrical Permits</u></b>	
New Construction	\$200.00
Remodels	\$150.00
<b><u>Fire Related Permits</u></b>	
<b>Fire Sprinkler System</b>	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00
<b>Fire Alarm</b>	
Installation	\$240.00
Repair	\$180.00
Plan Review	\$100.00

<b><u>False Alarm Fees</u></b>	
3 or less False Alarms within preceding 12 months	\$0.00
4 or 5 False Alarms within preceding 12 months	\$50.00
6 or 7 False Alarms within preceding 12 months	\$75.00
8 or more False Alarms within preceding 12 months	\$100.00
<b><u>Miscellaneous Permits</u></b>	
Swimming Pool/Hot Tub/Spa	\$160.00, includes 3 feet wide deck. Electrical permit also required.
Decks, Gazebos, Pergolas, Pool Decks	\$100.00

## B. COMMERCIAL PERMIT FEE SCHEDULE

<b><u>Permit Fees Related to Construction, Remodel, Installation, and Replacement</u></b>	
\$500 or less of total value	\$75.00
\$501 to \$2,000 of total value	\$75.00 + \$3.05 for each hundred or fraction thereof over \$500.00
\$2,001 to \$25,000 of total value	\$75.00 + \$14.00 for each thousand or fraction thereof over \$2,000.00
\$25,001 to \$50,000 of total value	\$391.75 + \$10.10 for each thousand or fraction thereof over \$25,000.00
\$50,001 to \$100,000 of total value	\$643.75 + \$7.00 for each thousand or fraction thereof over \$50,000.00
\$100,001 to \$500,000 of total value	\$993.75 + \$5.60 for each thousand or fraction thereof over \$100,000.00
\$500,001 to \$1,000,000 of total value	\$3,233.75 + \$4.75 for each thousand or fraction thereof over \$500,000.00
\$1,000,000 and higher of total value	\$5,608.75 + \$3.65 for each thousand or fraction thereof over \$1,000,000.00
Dumpster Permit	\$100.00
Plan Review Fee	\$475.00
Revised Plan Review Fee	\$100.00
Variance Request	\$150.00

Non-Compliance Fee (work started or performed without a permit)	\$100.00 plus 2x the permit cost.  Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to Correct Fee (Code violations)	\$100.00
<b><u>Plumbing Permit</u></b>	\$500.00
<b><u>HVAC/Mechanical Permit</u></b>	\$400.00
<b><u>Electrical Permit</u></b>	\$400.00

## CHARGES FOR PUBLIC INFORMATION REQUESTS

<b><u>Materials onto Which Information is Copied</u></b>	
Standard paper copy	\$0.10
Nonstandard copy	
Diskette	\$1.00
Magnetic tape	Actual cost
Data cartridge	Actual cost
Tape cartridge	Actual cost
Rewritable CD	\$1.00
Non-rewritable CD	\$1.00
Digital Video Disc (DVD)	\$1.00
JAZ drive	Actual cost
Other electronic media	Actual cost
VHS video cassette	\$2.50
Audio cassette	\$1.00
Oversize paper copy (e.g., 11x17, greenbar, etc . . .)	\$0.50

## CIVIC CENTER FEES

<b><u>Resident</u></b>	
Deposit	\$100.00 Refundable after event
Rental	\$50.00 per hour minimum 4 hours rental
Cleaning	\$100.00
Sound system	\$100.00

*Security	\$35.00 per hour
Optional set up fee by Civic Center Tech	\$25.00 per hour (this can be deducted from deposit)
<b><u>Non-Resident</u></b>	
Deposit	\$300.00 Refundable after event
Facility use, kitchen use, audio system use, and clean-up – 4 hours minimum	\$1,500.00
Additional hours	\$250.00 per hour
*Security	\$35.00 per hour
<b><u>Schools and Churches</u></b>	
Resident rate	
<b><u>Civic Clubs</u></b>	
Usage fee (per meeting)	\$25.00 per meeting
Usage fee (per banquet/fundraising event)	\$50.00 for banquet/fundraiser event
No cleaning fee	
*Security	\$35.00
*Security fee is paid only when an event will be serving alcohol.	

## GARAGE AND ESTATE SALES

Garage Sale Permit	\$10.00
Estate Sale Permit	\$25.00

## NOTARY FEES

<b><u>Acknowledgements</u></b>	
Taking the acknowledgement or proof of any deed or other instrument in writing, for registration, including certificate and seal:	\$0.00
(1) for the first signature	\$0.00
(2) for each additional signature	\$0.00
Administering an oath or affirmation with certificate and seal	\$0.00
All certificates under seal not otherwise provided for	\$0.00

Copies of all records and papers in the Notary Public's Office, per page	\$0.00
Taking the depositions of witnesses, per each 100 words	\$0.00
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$0.00
<b><u>Protests</u></b>	
Protesting a bill or for non-acceptance or non-payment, register & seal	\$0.00
Each notice of protest	\$0.00
Certificate and seal to a protest	\$0.00
Protesting in all other cases	\$0.00
<b><u>Miscellaneous</u></b>	
All other notarial acts not provided for	\$0.00

## SWIMMING POOL FEES

<b><u>Daily Fee</u></b>	\$3.00
<b><u>Pool Passes</u></b>	
<b>Resident</b>	
Single	\$60.00
Couple	\$90.00
Family	\$120.00
Swim lessons, 2x/week, 1-hour daily sessions	\$40.00
<b>Non-Resident</b>	
Single	\$125.00
Couple	\$145.00
Family	\$170.00
Swim lessons, 2x/week, 1-hour daily sessions	\$50.00
<b><u>Swim Team</u></b>	
1 participant in family	\$86.00
Each additional member of the family	\$76.00
<b><u>Pool Parties</u></b>	
<b>Party time length: minimum of 3 hours</b>	

10-25 guests	\$100.00
Additional hours (per hour)	\$30.00
26-50 guests	\$125.00
Additional hours (per hour)	\$30.00
51-75 guests	\$197.50
Additional hours (per hour)	\$37.50
76-100 guests	\$245.00
Additional hours (per hour)	\$45.00
<b><u>Camps, Daycares, Other Organizations</u></b>	
Per person	

## VEHICLE STORAGE FEES

Deposit	\$50.00
Small (size 8'x15')	\$240.00
Medium (size 10'x20')	\$360.00
Large (size 12'x33')	\$480.00
Large (size 12'x33') with electricity	\$600.00
X-Large (size 12'x40')	\$624.00
X-Large (size 12'x40') with electricity	\$744.00

## Sanitation Rates

Type		2014/15	2015/16	2016/17	2017-2018	2018-2019	2019-2020
<b>Residential 6 Month Rate (+TAX)</b>		<b>91.19</b>	<b>99.61</b>	<b>112.04</b>	<b>112.04</b>	<b>146.14</b>	<b>146.14</b>
Size	Freq			2.00%	2.00%		
2yd*	1	63.00	65.54	80.22	88.24	101.48	111.63
	2	115.36	120.01	146.90	161.59	185.83	204.41
	3	167.68	174.45	213.53	234.88	270.12	297.13
	4	220.00	228.87	280.14	308.15	354.38	389.81
	5	272.34	283.33	346.80	381.48	438.70	482.57
	6	324.67	337.77	413.43	454.77	522.99	575.29
3yd*	1	69.12	71.91	88.01	96.81	111.33	122.47
	2	126.57	131.67	161.17	177.29	203.88	224.27
	3	183.97	191.39	234.27	257.70	296.35	325.99
	4	241.38	251.11	307.36	338.10	388.81	427.69
	5	298.76	310.82	380.45	418.50	481.27	529.40
	6	356.16	370.52	453.52	498.87	573.70	631.07
4yd*	1	75.31	78.34	95.89	105.48	121.30	133.43
	2	137.78	143.34	175.45	193.00	221.95	244.14
	3	200.25	208.32	254.99	280.49	322.56	354.82
	4	262.74	273.35	334.58	368.04	423.24	465.57
	5	325.19	338.31	414.09	455.50	523.82	576.20
	6	387.69	403.32	493.67	543.03	624.49	686.94
6yd	1	104.13	108.33	132.60	145.86	167.73	184.51
	2	183.93	191.35	234.21	257.63	296.28	325.90
	3	264.04	274.69	336.22	369.85	425.32	467.85
	4	326.77	339.95	416.10	457.71	526.37	579.01
	5	382.70	398.14	487.32	536.06	616.46	678.11
	6	471.98	491.03	601.02	661.12	760.29	836.32
8yd*	1	123.34	128.3	157.04	172.75	198.66	218.53
	2	209.51	217.97	266.80	293.47	337.50	371.25
	3	293.12	304.95	373.26	410.58	472.17	519.39
	4	363.13	377.77	462.40	508.64	584.93	643.42
	5	464.04	482.76	590.90	649.99	747.48	822.23
	6	557.50	579.99	709.91	780.90	898.03	987.83
10yd*	1	161.71	168.23	205.91	226.51	260.48	286.53
	2	257.53	267.92	327.94	360.73	414.84	456.32
	3	356.08	370.43	453.41	498.75	573.56	630.92
	4	452.39	470.64	576.06	633.67	728.72	801.59
	5	550.95	573.17	701.57	771.72	887.48	976.23
	6	647.24	673.36	824.19	906.61	1,042.60	1,146.86
20yd *	open top haul					421.774	463.95
30yd*	open top haul					632.661	695.93
40yd*	open top haul					843.548	927.90
30yd	compactor				-		
	container &				-		
	compactor				-		
	per pick up				-		
40yd	container				-		
	container &				-		
	compactor				-		
	per pick up				-		
hand*					-		
pick up	1	22.46	23.36	28.60	31.46	36.18	39.79
	2	38.08	39.61	48.49	53.33	61.33	67.47
	on call*	34.12	35.49	35.49	39.04	44.90	49.39

Call for Pricing

\* Commercial rates are shown without tax

## RESOLUTION NUMBER 2019-734

### A RESOLUTION ADDRESSING THE HEALTH REIMBURSEMENT ACCOUNT FOR THE 2019-2020 FISCAL YEAR

WHEREAS, the Health Reimbursement Account ("HRA") will continue to be monitored and administered by the Municipal Finance Officer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. That a Health Reimbursement Account ("HRA") shall be split up as follows:

Tier 1. Prescriptions, Specialists and Primary Care Physicians (PCP) \$500 (EMPLOYEE ONLY):

- 1<sup>st</sup> \$250.00 will be reimbursed to the Employee from the City of Windcrest
- 2<sup>nd</sup> \$250.00 will be paid by the Employee
- 3<sup>rd</sup> \$250.00 will be reimbursed to the Employee from the City of Windcrest
- 4<sup>th</sup> \$250.00 will be paid by the Employee

Tier 2. Any deductible related expenses \$2,000 (EMPLOYEE ONLY):

- 1<sup>st</sup> \$1,500.00 will be paid by the City of Windcrest
- 2<sup>nd</sup> \$250.00 will be paid by the Employee
- 3<sup>rd</sup> \$500.00 will be paid by the City of Windcrest
- 4<sup>th</sup> \$250.00 will be paid by the Employee

Tier 3. Dental, Vision, Medical Supplies and ER or Emergency Room Clinics \$1,500.00 may be used on any covered dependents:

½ of each bill will be reimbursed to the Employee by the City of Windcrest. Maximum amount to be reimbursed is \$1,500.00. This funding may be used towards Tier 1 and Tier 2 expenses if requested by the employee.

An employee may request to move Tier 3 funds by submitting a written request to the Municipal Finance Officer.



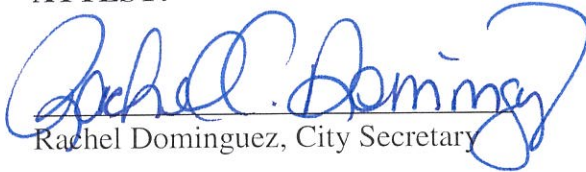
DULY PASSED AND APPROVED, on the 19th day of August, 2019 at a special meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

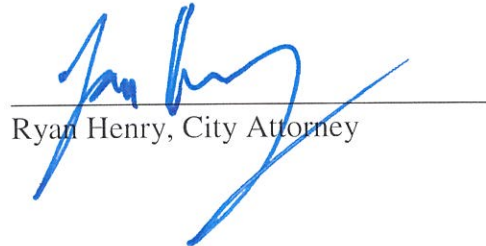


\_\_\_\_\_  
Dan Reese, Mayor

**ATTEST:**

  
Rachel Dominguez, City Secretary

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Ryan Henry, City Attorney

**ORDINANCE NO. 2019-703**

**AN ORDINANCE ADOPTING AN ORGANIZATIONAL CHART AND  
DEPARTMENTAL CLASSIFICATIONS**

**WHEREAS**, the City Charter requires the City Council to establish the city's organizational chart and departmental classifications in Section 3.03 (3) and Section 5.01.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST THAT** the attached organizational chart with departmental classifications is hereby approved and adopted as required by the City Charter and that the previous organizational charts are repealed.

This ordinance shall take effect upon its final passage, and it is so ordained.

**DULY PASSED ON FIRST READING**, on the 9<sup>th</sup> day of September, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

**DULY PASSED AND APPROVED**, on the 16<sup>th</sup> day of September, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

**CITY OF WINDCREST, TEXAS**

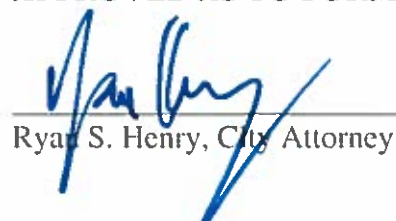


Dan Reese, Mayor

**ATTEST:**

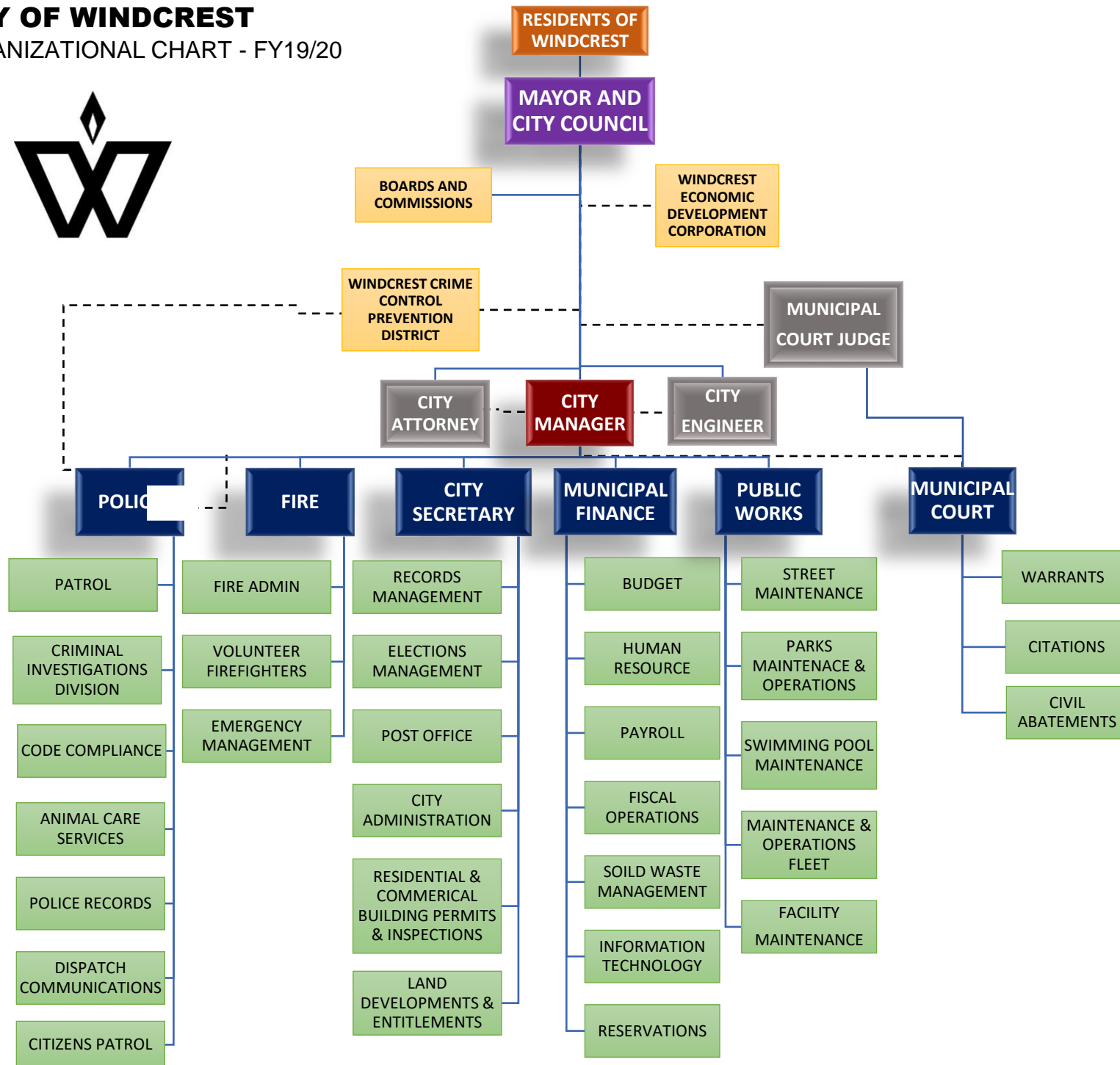
  
Rachel Dominguez, City Secretary

**APPROVED AS TO FORM:**

  
Ryan S. Henry, City Attorney

# CITY OF WINDCREST

## ORGANIZATIONAL CHART - FY19/20



# Budget and Plan for Municipal Services

## Personnel Summary

Dept. #	Position Count (General Fund)	FY17-18	FY18-19	FY19-20
01-525	<b>City Manager</b>	<b>1</b>	<b>1</b>	<b>1</b>
01-504	Public Affairs / Marketing Event Specialist	0.5	0.5	0.5
	<b>Total City Manager</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
01-501/01-508	<b>City Secretary</b>	<b>1</b>	<b>1</b>	<b>1</b>
01--501	Admin Records Clerk/Asst. City Secretary	1	1	1
01-508	Warrant Clerk	1	1	1
01-501	Administrative Receptionist	1	1	1
01-501	Permit Clerk	0.5	0.5	1
01-508	Court Clerk I	1	1	1
01-508	Court Clerk II	1	1	1
01-527	Postal Clerk	1	1	1
	<b>Total City Secretary</b>	<b>7.5</b>	<b>7.5</b>	<b>8</b>
01-502	<b>Police Chief</b>	<b>1</b>	<b>1</b>	<b>1</b>
01-502	Sergeant 1	1	1	1
01-502	Lieutenant 1	1	1	1
01-502	Lieutenant 2	1	1	1
01-502	Sergeant 2	1	1	1
01-502	Corporal 1	1	1	1
01-502	Corporal 2	1	1	1
01-502	Corporal 3	1	1	1
01-502	Corporal 4	1	1	1
01-502	Patrol Officer 1	1	1	1
01-502	Patrol Officer 2	1	1	1
01-502	Patrol Officer 3	1	1	1
01-502	Patrol Officer 4	1	1	1
01-502	Patrol Officer 5	1	1	1
01-502	Patrol Officer 6	1	1	1
01-502	Patrol Officer 7	1	1	1
01-502	Patrol Officer 8	1	1	1
01-502	Patrol Officer 9	1	1	1
01-502	Patrol Officer 10	1	1	1
01-502	Patrol Officer 11	1	1	1
01-502	Patrol Officer 12	1	1	1
01-502	Patrol Officer 13	1	1	1
01-519	Code Enforcement (Patrol Officer)	1	1	1
01-517	Animal Control Officer 1	1	1	1
01-517	Animal Control Officer 2	1	1	1
01-502	Administrative Assistant	1	1	1
01-502	Dispatcher 4	1	1	1
01-502	Dispatcher 1	1	1	1
01-502	Dispatcher 2	1	1	1
01-502	Dispatcher 3	1	1	1
01-502	Records Manager	1	1	1
01-508	Patrol Officer 14	1	1	1
01-508	Patrol Officer 15	1	1	1
	<b>Total Police Chief</b>	<b>33</b>	<b>33</b>	<b>33</b>
01-503	<b>Fire Chief</b>	<b>1</b>	<b>1</b>	<b>1</b>
01-503	Fire Administrative Asst.	0.5	0.5	1
01-503	Station Tech	1	1	1
	<b>Total Fire Chief</b>	<b>2.5</b>	<b>2.5</b>	<b>3</b>
01-516	<b>Public Works Director</b>	<b>1</b>	<b>1</b>	<b>1</b>
01-511	Public Works Crew Chief	1	1	1
01-511	Public Works Tech 1	1	1	1
01-516	Public Works Tech 2	1	1	1
01-516	Public Works Tech 3	1	1	1
01-516	Public Works Tech 4	1	1	1
01-516	Public Works Tech 5	1	1	1
01-516	Public Works Tech 6	1	1	1
01-516	Public Works Tech 7	1	1	1
01-516	Public Works Tech 8	1	1	1
01-516	Public Works Tech 9	1	1	1
01-516	Public Works Tech 10	1	1	1
01-507	Fleet Mechanic	1	1	1
	<b>Total Public Works Director</b>	<b>13</b>	<b>13</b>	<b>13</b>
01-520	<b>Municipal Finance Officer</b>	<b>1</b>	<b>1</b>	<b>1</b>
01-520	Assistant Municipal Finance Officer	1	1	1
01-520	Payroll Clerk	1	1	1
01-520	AP/Utilities Clerk	1	1	1
	<b>Total Municipal Finance Officer</b>	<b>4</b>	<b>4</b>	<b>4</b>
	<b>Total General Fund:</b>	<b>61.5</b>	<b>61.5</b>	<b>62.5</b>

Position Count (WCCPD)				
18-500	Police Communication Supervisor	1	1	1
18-500	Detective / CID	1	1	1
18-500	Patrol Officer 16	1	1	1
18-500	Asst. Comm/Records Admin	1	1	1
18-500	Communications officer 1/Dispatcher 5	1	1	1
18-500	Communications officer 2/Dispatcher 6	1	1	1
18-500	Records Clerk	1	1	1
<b>Total WCCPD:</b>		<b>7</b>	<b>7</b>	<b>7</b>
Position Count (EDC)				
13-500	<b>EDC Director</b>	1	1	1
13-500	Administrative Assistant	1	1	1
<b>Total EDC:</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Total Position Count (GF, WCCPD, EDC):</b>		<b>70.5</b>	<b>70.5</b>	<b>71.5</b>
Contract employees/Seasonal				
01-514	City Attorney	0.5	0.5	0.5
01-514	IT Support	0.5	0.5	0.5
01-501	Fire Inspector	0.5	0.5	0.5
01-501	Building Inspector	0.5	0.5	0.5
01-514	Food Inspector	0.5	0.5	0.5
01-508	Judge	0.5	0.5	0.5
01-508	Prosecutor	0.5	0.5	0.5
01-527	Postal Clerk Seasonal	0.5	0.5	0.5
01-526	POOL MANAGER / LIFEGUARD (SEASONAL)	1	1	1
01-526	POOL SUPERVISOR / LIFEGUARD (SEASONAL)	2	2	2
01-526	LIFE GUARDS (SEASONAL)	16	16	16
<b>Total Employees for the City of Windcrest (Less Contract/Seasonal)</b>		<b>FY2017-18 70.5</b>	<b>FY 2018-19 70.5</b>	<b>FY 2019-20 71.5</b>

\* Difference between FY 14-15 and FY 15-16 converted the part time Animal Control Officer to a Full Time Position

\* A Police Officer position was added due to the deployment of one of our current police officers. Deployment continues through the FY 16-18.

\* A Fire Station Tech part-time was converted to a full time position starting FY 17-18

\* Ord. 2018-764(O) approving 2 communications officer and 1 record clerk funded by WCCPD

\* 0.5 FTE Permit Clerk FY19-20

\* 0.5 FTE Fire Dept. Administrative Asst.



## **FUND: 01 GENERAL FUND**

The primary operating fund of the City of Windcrest is the General Fund. The General Fund is used to account for all financial resources not restricted to special or specific projects and/or funds that are not required to be accounted for in the different fund.

The fund that is available for any legal authorized purpose and which is therefore used to account for all revenues and all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operations of a governmental unit necessary for the administration of the municipality.

The General Fund's primary source of revenue is derived from tax levies. This includes Ad Valorem taxes, Sales and Use taxes, and franchise taxes. Other resources are derived from fines and fees, permits and licenses, and intergovernmental receipts.

The City of Windcrest general fund includes the following budget sections and departments:

### **-Revenues**

-501 Administration	-515 Tech Support
-502 Police Department	-516 Public Works
-503 Fire Department	-517 Animal Control
-504 Special Services	-519 Code Enforcement
-506 Parks & Recreation	-520 Finance
-507 Fleet Mechanic	-525 City Management
-508 Court	-526 Pool
-510 Facility Division	-527 Post Office
-511 Civic Center	-528 Human Resources
-514 Contract Services	-530 Capital

For more information about specific departments refer to the departmental descriptions bellow.

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
REVENUES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE	2,067,403	2,527,146	2,191,597	1,829,208	1,829,208	1,829,208	1,724,559	1,724,559
FUND BALANCE ACTIVITY	( 1,547)	5,477	0	0	0	0		
4101 ADVALOREM TAX CURRENT	1,756,051	1,778,068	1,891,708	2,200,002	2,189,929	2,200,002	2,473,069	2,473,069
4105 ADVALOREM TAX DELINQUENT	0	0	0	0	0	0	0	0
4106 STREET FUND TRANSFER	0	0	0	0	0	0	0	0
4110 ADVALOREM TAX PEN & INT	0	0	0	0	0	0	0	0
4115 SALES TAX	2,304,370	2,149,730	2,305,705	2,396,651	1,823,309	2,524,118	2,524,118	2,524,118
4116 SALES TX-AD VALOREM TX OFFSET	554,364	539,465	550,991	562,272	455,827	631,030	631,030	631,030
4117 SALES TAX FOR STREET MAINT.	0	0	0	0	0	0	0	0
4118 HOTEL OCC. TAX FUND TRANSER	140,000	122,148	122,000	165,000	180,000	250,000	250,000	250,000
4119 HOTEL OCC.TAX F. TRSFR CAPITAL	0	0	24,777	45,000	0	20,000	20,000	20,000
4120 MIXED BEVERAGE GROSS RECEIPTS	38,776	28,826	30,895	26,000	23,013	24,435	26,000	26,000
4121 HOTEL OCC. TAX SPECIAL EVENTS	0	0	0	0	0	0	0	0
4201 CPS ENERGY FRANCHISE FEES	491,183	496,955	500,758	496,095	373,136	496,095	496,095	496,095
4205 AT&T TELECOM FRANCHISE FEES	60,910	37,965	42,222	61,215	32,760	60,910	30,000	30,000
4210 TIME WARNER CABLE & TEL FEES	59,047	55,878	1,960	69,918	79,456	69,918	35,000	35,000
4211 TWC - PEG Fee 1%	9,478	7,935	74,667	12,120	0	0	0	0
4215 OTHER TELECOM FEES	1,708	32,119	817	2,000	2,806	2,200	2,000	2,000
4230 FRANCHISE FEES -WATER	2,510	2,944	3,146	2,600	3,485	3,485	2,600	2,600
4301 INTEREST	842	8,820	20,859	675	32,809	33,780	33,780	33,780
4302 FRANCHISE FEE- SANITATION	1,014	2,190	836	1,125	1,126	1,125	1,125	1,125
4310 COURT FINES	551,191	583,647	449,593	563,896	496,036	449,593	563,896	563,896
4320 WINDCREST GIFT SHOP	946	635	40	500	479	479	0	0
4352 WINDFEST	0	0	0	0	0	0	0	0
4354 FOREST OF ANGELS MEMORIAL	0	0	0	0	0	0	0	0
4355 LITTLE LEAGUE FEES	0	0	0	0	0	0	0	0
4357 CRAPE MYRTLE DONATIONS	20	0	0	0	0	0	0	0
4401 SWIMMING POOL FEES	29,305	23,226	27,675	30,298	25,329	27,000	27,000	27,000
4402 SWIMMING POOL CONCESSIONS	4,733	3,475	4,621	4,700	3,950	3,000	3,000	3,000
4403 SWIMMING POOL B-PARTIES	4,290	2,972	3,747	4,200	3,822	3,000	3,000	3,000
4408 CONTRACTOR ANNUAL REGISTRATION	7,660	5,067	3,240	5,520	3,810	3,500	5,520	5,520
4409 BUILDING PERMIT FEES	211,888	180,751	210,959	210,000	243,355	179,364	210,000	210,000
4410 FOOD PERMIT FEES	25,791	32,675	19,375	26,463	16,250	20,000	26,463	26,463
4420 LIQUOR LICENSE FEES	30	2,390	2,455	2,100	2,198	2,500	2,100	2,100
4425 VEHICLE STORAGE FEES	18,101	18,123	11,693	14,000	17,739	18,000	18,000	18,000
4430 CIVIC CENTER FEES	24,437	18,845	12,957	21,880	29,630	28,000	28,000	28,000
4435 DOG TAG & IMPOUNDMENT FEES	337	386	530	450	310	450	450	450
4440 MISCELLANEOUS FEES	2,228	3,620	2,076	2,000	2,170	2,000	2,000	2,000
4441 ALARM & PERMIT FEES	11,973	3,125	3,400	4,500	2,350	4,200	4,500	4,500
4442 PLATING/ZONING/VAR FEES	610	500	35	300	70	100	300	300
4444 FOOD HANDLER TRAINING FEES	2,664	522	200	1,000	0	0	0	0
4450 POST OFFICE SUBSIDY	25,000	25,000	25,000	25,000	18,750	25,000	25,000	25,000
4451 EDC REIMBURSEMENT	23,000	23,000	0	30,000	60,000	34,109	0	0
4455 WCCPD REIMBURSEMENT	0	23,000	0	53,000	0	53,000	53,000	53,000
4460 MISCELLANEOUS INCOME	96,793	15,177	58,280	25,000	53,938	50,000	60,000	60,000
4461 WORKER'S COMP	0	( 434)	16,282	0	9,060	12,000	12,000	12,000
4462 DONATIONS FD	0	0	50	0	0	0	0	0

		2015-2016			2016-2017			2017-2018			2018-2019			2019-2020		
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET							
4463	DONATIONS SPECIAL EVENTS	0	0	0	0	2,650	0	0	0							
4470	LEASE OF LAND	45,833	50,000	50,000	50,000	41,667	50,000	50,000	50,000							
4471	LEASE OF BUILDING SPACE	0	0	0	0	0	0	0	0							
4475	INCOME - BAD DEBT	0	0	0	0	0	0	0	0							
4500	COURT TECHNOLOGY TRANS IN	0	0	0	0	0	0	0	0							
4501	GARBAGE FUND ADMIN TRANSFER	0	0	0	125,000	125,000	125,000	125,000	125,000							
4502	FIRE TRUCK REIMBURSEMENT	0	0	0	0	0	0	0	0							
4503	LASERFICHE RECORD SYS TRANSFER	0	0	0	0	0	0	0	0							
4504	COURT SECURITY FUND TRANSFER	0	0	0	0	0	0	0	0							
4505	GARBAGE FUND TRANSFER	0	0	0	0	0	0	0	0							
4507	GRANT PROCEEDS CJD	0	0	0	0	0	0	0	0							
4508	GRANT PROCEEDS - AACOG	0	0	0	0	0	0	0	0							
4509	GRANT PROCEEDS-TP&W	0	0	0	0	0	0	0	0							
4510	GRANT PROCEEDS-TCFP	0	0	0	0	0	0	0	0							
4511	GRANT PROCEEDS-DOJ	0	0	0	0	0	0	0	0							
4512	GRANT PROCEEDS - TXDOT	0	0	0	0	0	0	0	0							
4513	GRANT PROCEEDS WFD	0	0	0	15,000	350	350	0	0							
4548	TRANSFER FROM FUNF 03	0	0	50	0	0	0	0	0							
4549	PROCEEDS SALES OF FIXED ASSETS	0	0	10,000	0	0	0	0	0							
4550	CAPITAL LEASE	0	621,647	0	0	0	0	0	0							
4900	PROCEEDS FROM CAPITAL LEASE	0	0	0	0	0	0	0	0							
TOTAL REVENUES		6,507,082	6,900,395	6,483,601	7,255,480	6,356,570	7,407,743	7,744,046	7,744,046							





## **DEPARTMENT: 501 ADMINISTRATION**

### **FUND: 01 GENERAL FUND**

#### **DEPARTMENT DESCRIPTION**

The Administration Department functions as a primary contact for community member seeking information regarding permits, special events, public meetings, and elections. The Office of the City Secretary oversees the day to day operations of the Administration Department while supporting City Council in the fulfillment of their duties and responsibilities as elected officials. The City Secretary serves as a member of the City Management Team and oversees the city's records management, election administration, Windcrest United States Post Office, administration staff and residential and commercial building permits and inspections. The Office of the City Secretary is the filing authority for Financial Disclosure Reports, Campaign Contribution and Expenditure Reports for Officeholders and Candidates, Candidate, Board and Commission applications, and public information requests. The Administration department supports, facilitates and strengthens the City of Windcrest governmental process by recording all laws, resolutions, and ordinances approved by the City Council, preparing City Council, Board and Commission agendas. The department provides notice of all City public meetings, countersigning or notarizing, as applicable, all contracts, commissions, and licenses. The department facilitates the management, retention, and destruction of records as well as the management and preservation of historic documents in compliance with the Texas State Library.

#### **GOALS AND OBJECTIVES**

- Maintain trust and confidence of Mayor/Council through effective management of Council Support Services
- Provide accessibility to Internal/External Customers of Official City Council Action
- Research, develop, and review specifications on digitization and imaging equipment for continuous improvement increasing the number of digital collections online.
- Manage and administer city elections, while providing current and accurate information to candidates.
- Foster and develop a team relationship among Internal/External Customers

#### **ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016	2016-2017	2017-2018	(-----	2018-2019	-----)	(-----	2019-2020	-----)
		ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
					BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>SALARIES &amp; BENEFITS</u>										
501-010	ADMIN. SALARIES	127,462	123,404	109,936	116,351	115,734	129,327	173,943	173,943	
501-011	ADMIN.LONGEVITY	0	0	0	0	0	0	0	0	
501-014	STIPEND	4,331	4,632	2,409	4,169	3,474	3,474	0	0	
501-015	ADMIN INCENTIVE PAY-BILINGUAL	605	589	612	600	542	600	600	600	
501-018	ADMIN.EDUCATION PAY	0	0	0	0	0	0	0	0	
501-020	ADMIN. OVERTIME	3,292	818	344	2,700	464	1,000	2,700	2,700	
501-030	SOCIAL SECURITY	10,179	10,243	8,823	9,107	8,844	10,122	13,513	13,513	
501-040	HEALTH INSURANCE	26,207	22,102	24,983	26,022	21,607	26,022	34,697	35,738	
501-045	INSURANCE - BCWID	0	0	0	0	0	0	0	0	
501-050	RETIREMENT	9,517	10,197	9,128	9,993	9,385	10,592	13,663	13,663	
501-060	WORKERS' COMPENSATION	0	0	0	1,100	1,000	1,000	808	808	
501-070	UNEMPLOYMENT COMPENSATION	540	939	523	1,000	8	250	648	648	
501-080	CONTRACT LABOR	0	0	0	0	16,244	16,244	0	0	
501-095	TERMINATION PAY-OUT	0	0	0	0	0	0	0	0	
TOTAL SALARIES & BENEFITS		182,133	172,924	156,757	171,044	177,302	198,631	240,572	241,613	
<u>OTHER EXPENSES</u>										
501-130	BONDS & TRAINING	3,211	1,928	4,148	4,500	2,172	3,500	6,000	6,000	
501-151	Contract Svc - Inspections	55,839	37,790	75,304	60,000	57,893	65,000	60,000	60,000	
501-420	OFFICE SUPPLIES	2,865	3,321	6,976	6,000	4,456	5,000	4,500	4,500	
501-431	EMPLOYEE APPRECIATION LUNCHEON	0	0	172	0	0	0	0	0	
501-440	ELECTION SUPPLIES	0	13,352	5,250	28,000	27,027	27,027	13,000	13,000	
501-500	GENERAL/GIFT SHOP	3,000	0	0	0	0	0	0	0	
501-590	POSTAGE	0	409	15	500	14	100	300	300	
501-600	OFFICE EQUIPMENT & MAINT	70	195	243	0	1,130	1,000	1,000	1,000	
501-650	VEHICLE EXPENSE	0	0	0	0	0	0	0	0	
501-700	CONTINGENCIES	2,323	1,262	(184)	0	0	0	0	0	
TOTAL OTHER EXPENSES		67,308	58,257	91,924	99,000	92,691	101,627	84,800	84,800	
<u>CAPITAL EXPENSES</u>										
501-800	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	
TOTAL CAPITAL EXPENSES		0	0	0	0	0	0	0	0	
<u>OTHER INCOME/EXPENSES</u>										
501-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0	
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0	
<hr/>										
TOTAL 01-ADMINISTRATION		249,441	231,181	248,681	270,044	269,994	300,258	325,372	326,413	



## **DEPARTMENT: 502 POLICE**

**FUND: 01 GENERAL FUND**

### **DEPARTMENTAL DESCRIPTION**

The City of Windcrest Police Department receives thousands of calls for services annually through the Communications Center and dispatches for all emergency services within the City of Windcrest. The Operations Division provides a visible presence in the community, with the goal of crime prevention, crime reduction and the promotion of public safety. The Special Operations Division investigates offenses that occurred within the city, processes crime scenes and follows up through prosecution with the Bexar County District Attorney. The Records Unit is responsible for the record keeping of all cases received. Police Department also directs the Animal Control Unit and Code Enforcement Unit.

### **GOALS AND OBJECTIVES**

- Promoting a safe community through proactive policing, public education, community involvement, criminal investigations, enforcement action and other essential services.
- Enhance our citizens' quality of life by promoting a fear free environment for all citizens and visitors to the city, including neighborhoods, commercial areas, parks and public facilities.
- To increase department participation in community programs and increase citizen interest and participation in police department programs which leads to an attractive, safe community and promotes economic prosperity.
- To enhance the recruitment of high-quality officers/personnel to serve the citizens of the City of Windcrest and to retain those employees.

### **ORGANIZATIONAL CHART**



CAPITAL EXPENSES

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
02-POLICE DEPARTMENT  
DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
502-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0
OTHER INCOME/EXPENSES								
502-900 UNALLOCATED FUNDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
TOTAL 02-POLICE DEPARTMENT	<u>1,922,867</u>	<u>2,093,896</u>	<u>2,236,755</u>	<u>2,196,512</u>	<u>2,061,134</u>	<u>2,372,817</u>	<u>2,330,267</u>	<u>2,337,660</u>



## **DEPARTMENT: 503 Fire Department**

### **FUND: 01 GENERAL FUND**

#### **DEPARTMENTAL DESCRIPTION**

The Windcrest Fire Department is a professional fire organization that is comprised of primarily volunteer firefighters. The department provides fire protection and Emergency Medical Service first response to the citizens of Windcrest, as well as provides mutual aid through standing mutual aid and auto aid agreements with neighboring jurisdictions. The department works to maintain the highest standard of customer service, provide the highest quality patient care and maintain highest standard of preparedness for emergency situations of all types.

In addition to our fire protection services, we also provide emergency management for the city. One of the biggest goals of emergency management is to ensure that the community is prepared for any sort of disaster that can potentially impact the community.

#### **GOALS**

Currently, the department is striving to ensure we are capable of providing the best service possible to the citizens of Windcrest. In order to do this, we are working towards certifying all of our volunteers as Emergency Medical Technicians and Texas Commission on Fire Protection certified Basic Structural Firefighters. The goal of having everyone certified is a five-year goal. In addition, we are looking to hire six career firefighters that will be available to staff the department with 48 hours on and 96 hours off type of schedule. This will ensure that the city is covered at all times, 24-hours a day. The volunteer firefighters do an incredible job of covering most of the staffing needs for the city. Unfortunately, there are also plenty of times when the station is left unstaffed until a Chief level officer is able to come in to ensure the station remains in service. We are also looking to increase our level of training being provided to the firefighters. We have received permission from Randolph Air Force Base as well as Fort Sam Houston to utilize their live burn facilities to increase.

The goal of the Office of Emergency Management is to conduct a risk analysis of the entire city over the next year. This will allow us to tailor the Emergency Management Plan to meet the hazards that may be faced. After this is finished, we plan on reviewing the Emergency Management Plan and ensuring it covers the hazards identified in the risk assessment.

#### **OBJECTIVES**

##### **Fire Department:**



- Certify all of the firefighters in the department to the level of EMT-Basic over the next five years
- Certify all of the firefighters in the department to the level of Basic Structural Firefighter
- Certify all current members to the level of the position they hold within the department
- Hire six career firefighters to ensure adequate coverage for the city on a 24-hour basis

### **Emergency Management:**

- Conduct a risk assessment of the City of Windcrest and the immediate area
- Update the Emergency Action Plan to reflect the hazards identified from the risk assessment

### **ORGANIZATIONAL CHART**



CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
03-FIRE DEPARTMENT  
DEPARTMENT EXPENSES

		(----- 2018-2019 -----) (----- 2019-2020 -----)						
		2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
								APPROVED
								BUDGET
<u>SALARIES &amp; BENEFITS</u>								
503-010	FIRE DEPT. SALARIES	91,026	118,643	119,970	112,371	108,009	132,371	146,178
503-011	FIRE DEPT. LONGEVITY	0	0	0	0	0	0	0
503-012	STIPEND	2,707	3,615	3,429	2,779	3,474	3,474	0
503-015	FIRE INCENTIVE PAY-BILINGUAL	0	0	0	0	0	0	0
503-020	FIRE OVERTIME	3,315	1,323	5,755	5,500	229	2,000	5,500
503-030	SOCIAL SECURITY	7,108	9,628	11,631	10,547	7,974	10,547	11,603
503-040	HEALTH INSURANCE	13,103	12,548	14,101	26,219	15,392	25,336	26,219
503-050	RETIREMENT	8,057	6,233	11,961	11,407	8,673	11,407	11,732
503-060	WORKERS' COMPENSATION	2,125	5,800	2,500	4,000	14,840	14,840	693
503-070	UNEMPLOYMENT COMPENSATION	405	830	675	500	10	200	486
503-080	VOLUNTEER PENSION FUND	9,756	17,932	12,035	21,200	15,000	21,200	21,200
503-095	TERMINATION PAY-OUT	<u>0</u>	<u>0</u>	<u>24,064</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES & BENEFITS		137,601	176,550	206,123	194,523	173,601	221,375	223,611
<u>OTHER EXPENSES</u>								
503-130	TRAINING	4,656	9,150	9,698	12,000	9,106	10,000	16,000
503-140	EMPLOYMENT SCREENING	0	0	1,663	0	3,019	3,100	0
503-150	HAZMAT PROGRAM	1,000	1,133	267	300	0	267	300
503-215	MOBILE PHONES CONTRACT	0	0	0	0	0	0	0
503-220	MOBILE PHONES MAINTENANCE	0	0	0	0	0	0	0
503-221	MOBILE DATA TERMINAL SERVICE	1,965	1,132	276	3,000	602	2,000	3,000
503-223	PAGER CONTRACT	0	0	0	0	0	0	0
503-224	PAGER MAINTENANCE	0	0	0	0	0	0	0
503-226	PAGER MAINTENANCE - FIRE	1,717	1,875	563	1,000	0	563	1,000
503-227	RADIO CONTRACT	0	0	0	0	0	0	0
503-229	RADIO MAINTENANCE	0	0	7,998	5,500	0	5,500	7,500
503-396	EOC EQUIPMENT & SUPPLIES	0	1,653	4,299	5,000	3,350	5,000	5,000
503-420	OFFICE SUPPLIES	1,089	5,110	3,657	3,500	5,195	5,000	4,500
503-430	SUPPLIES & EQUIPMENT	5,345	16,867	34,442	36,000	33,415	36,000	36,000
503-431	EMPLOYEE APPRECIATION LUNCHEON	400	801	944	900	162	900	1,200
503-450	MEDICAL SUPPLIES	1,406	75	5,404	7,000	3,630	5,500	20,000
503-460	MEDICAL TRAINING	1,637	9,342	191	7,500	3,540	7,500	10,000
503-480	UNIFORM ALLOWANCE	1,407	2,091	6,929	12,000	10,900	9,000	16,000
503-503	VEHICLE PARTS - FIRE	1,376	3,917	4,046	8,000	4,237	5,000	8,000
503-540	VEHICLE FUEL	5,398	5,380	6,993	16,800	8,750	9,000	16,800
503-590	POSTAGE	0	26	182	200	40	180	200
503-603	VEHICLE OUTSIDE MAINT. FIRE	16,971	19,501	20,544	30,000	18,039	24,000	30,000
503-610	DORM - TELEPHONE	0	0	0	0	0	0	0
503-620	DORM - UTILITIES & CABLE	978	8,022	7,876	8,000	6,522	8,000	10,000
503-630	DORM - REPAIRS & MAINT	7,142	29,033	16,321	10,000	1,635	10,000	15,000
503-700	CONTINGENCIES	139	0	0	0	0	0	0
503-703	LEASE PURCHASE - FIRE DEPT	0	0	0	0	0	0	0
503-704	LEASE PURCHASE - INTEREST	0	0	0	0	0	0	0
503-710	TRAVEL	0	308	1,511	5,500	1,103	3,000	5,500
503-730	ANNUAL PUMP TESTS	2,104	0	2,500	2,500	715	2,500	2,500
503-740	MAINTENANCE CONTRACTS	6,775	2,897	11,520	12,000	6,041	12,000	12,000
503-750	SCBA TESTS	0	0	2,462	4,000	3,613	4,000	4,000



DEPARTMENT EXPENSES		2018-2019 (-----) 2019-2020 (-----)						
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
503-760 LADDER TESTS	0	2,348	0	3,000	2,538	2,600	3,000	3,000
TOTAL OTHER EXPENSES	61,505	120,662	150,285	193,700	126,150	170,610	227,500	227,500
<u>CAPITAL EXPENSES</u>								
503-800 CAPITAL EXPENDITURES	11,795	0	0	0	0	0	0	0
503-801 CAPITAL EQUIPMENT	0	19,675	10,512	0	0	0	0	0
503-802 CAPITAL FACILITIES	0	13,587	0	0	0	0	0	0
503-803 CAPITAL FLEET	0	0	0	0	0	0	0	0
503-804 CAPITAL PPE (PERS. PROTECT.EQ.)	0	12,498	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES	11,795	45,760	10,512	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>								
503-900 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
<hr/>								
TOTAL 03-FIRE DEPARTMENT	210,901	342,972	366,920	388,223	299,751	391,985	451,111	451,898



## **DEPARTMENT: 504 Special Services**

**FUND: 01 GENERAL FUND**

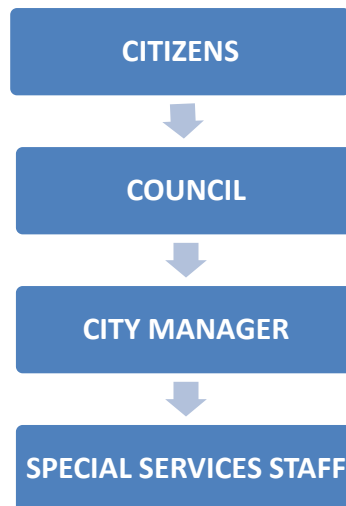
### **DEPARTMENTAL DESCRIPTION**

Under the supervision of the City Manager the Special Services department is responsible for all city events. The event coordinator provides all types of services relating to the events and takes on the responsibility of coordinating all the logistics involved in making the event work.

### **GOALS AND OBJECTIVES**

- Ensure each event is well coordinated
- The outcome of the event is a success
- All events are safe for the public

### **ORGANIZATIONAL CHART**



CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
04-SPECIAL SERVICES  
DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
504-009 SALARIES	30,950	36,297	16,885	20,773	14,952	22,000	50,773	50,773
504-010 SALARIES - MAYOR & COUNCIL	11,391	10,969	13,385	14,400	19,295	14,000	14,400	14,400
504-011 SALARIES - PLANNING & ZONING	0	0	0	0	0	0	0	0
504-012 SALARIES-CITY MANAGER	0	0	0	0	0	0	0	0
504-013 LONGEVITY	0	0	0	0	0	0	0	0
504-014 STIPEND	541	741	486	1,390	0	0	0	0
504-030 SOCIAL SECURITY	564	3,873	2,847	4,765	1,705	2,000	5,129	5,129
504-040 HEALTH INSURANCE	15,055	12,553	2,169	8,701	22	0	8,701	8,962
504-050 RETIREMENT	0	980	1,891	4,230	0	0	4,054	4,054
504-060 WORKERS COMPENSATION	388	1,457	500	600	600	600	307	307
504-070 UNEMPLOYMENT COMP	135	176	289	500	122	200	162	162
504-095 TERMINATION PAY-OUT	<u>0</u>	<u>0</u>	<u>5,858</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES & BENEFITS	59,024	67,046	44,311	55,359	36,696	38,800	83,526	83,787
<u>OTHER EXPENSES</u>								
504-110 BANK ACTIVITY CHARGES	0	0	0	0	0	0	0	0
504-120 DUES & SUBSCRIPTIONS	4,085	4,392	1,583	4,085	1,815	2,000	2,000	2,000
504-135 EMPLOYEE RECOGNITION PROG	0	0	0	0	0	0	0	0
504-140 EMPLOYEE APPRECIATION FUND	0	0	11	0	62	0	0	0
504-145 EMPLOYEE WELLNESS PROGRAM	0	0	0	0	0	0	0	0
504-400 CITIZEN'S PATROL	0	25	0	500	0	200	0	0
504-420 OFFICE SUPPLIES	533	738	5,045	1,000	1,555	2,000	1,000	1,000
504-440 ELECTION SUPPLIES/EXPENSES	5,406	0	0	0	0	0	0	0
504-460 SPECIAL EVENTS	34,005	26,201	22,681	30,000	36,830	35,000	30,000	30,000
504-465 JULY 4TH EVENT	0	17,652	15,492	10,000	2,017	15,000	10,000	10,000
504-470 LIGHT UP	30,550	36,446	39,441	30,000	35,748	35,748	35,000	35,000
504-475 50th ANNIVERSARY EVENTS	0	0	0	0	0	0	0	0
504-480 WINDCREST PROUD	0	0	0	0	0	0	0	0
504-485 WINDFEST	0	0	0	0	0	0	0	0
504-486 FIREMAN'S PICNIC & WINDFEST	0	0	0	0	0	0	0	0
504-490 WINDCREST YOUTH ACTIVITIES	1,051	0	0	1,200	0	0	1,200	1,200
504-590 POSTAGE	27,581	11,377	9,027	18,000	3,296	10,000	15,000	15,000
504-609 TRANSFER TO TXWEACT	0	0	0	0	0	0	0	0
504-610 NEWSLETTER	12,192	17,421	19,990	15,000	16,072	15,000	15,000	15,000
504-630 LEGAL ADVERTISING	7,350	15,652	16,337	13,000	8,554	13,000	13,000	13,000
504-635 ADVERTISING	7,068	2,133	2,031	9,000	4,214	6,000	9,000	9,000
504-645 MAYOR - COUNCIL EXPENSES	3,954	8,961	5,877	6,000	5,151	6,000	6,000	6,000
504-650 MILEAGE & ENTERTAINMENT EXPENSES	<u>1,432</u>	<u>2,782</u>	<u>3,184</u>	<u>3,000</u>	<u>2,120</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
TOTAL OTHER EXPENSES	135,206	143,778	140,699	140,785	117,433	142,948	140,200	140,200
<u>CAPITAL EXPENSES</u>								
504-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>								
504-900 UNALLOCATED FUNDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>( 20,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER INCOME/EXPENSES	0	0	0	( 20,000)	0	0	0	0
TOTAL 04-SPECIAL SERVICES	194,230	210,824	185,010	176,144	154,129	181,748	223,726	223,987



## **DEPARTMENT: 506 PARKS AND RECREATION**

### **FUND: 01 GENERAL FUND**

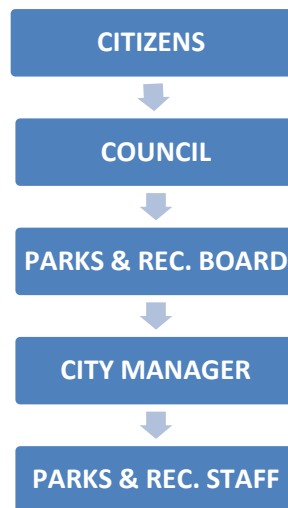
#### **DEPARTMENTAL DESCRIPTION**

The Parks and Recreation department oversees the maintenance and management of park land, to include the maintenance of the park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight, and oversight of athletic field maintenance. Conducts tree planting and beautification programs. Acquires, designs, and renovates existing and additional park land and facilities.

#### **GOALS AND OBJECTIVES**

- Continue to develop the parks open spaces and maintain and upgrade existing facilities and equipment.
- Provide recreational and leisure opportunities to City of Windcrest residents of all ages through the provision of high-quality parks and recreational facilities.
- Provide opportunities for relaxation, learning and socialization to promote personal growth and well-being of the City of Windcrest residents.

#### **ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016	2016-2017	2017-2018	(----- 2018-2019	(----- 2019-2020	(----- 2020-2021	(----- 2021-2022	
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
506-010	POOL SALARIES	0	0	0	0	0	0	0	0
506-011	LONGEVITY	0	0	0	0	0	0	0	0
506-020	OVERTIME	0	0	0	0	0	0	0	0
506-030	SOCIAL SECURITY	108	0	0	0	0	0	0	0
506-040	HEALTH INSURANCE	76	13	0	0	0	0	0	0
506-050	RETIREMENT	0	0	0	0	0	0	0	0
506-060	WORKERS' COMPENSATION	0	0	0	0	0	0	0	0
506-070	UNEMPLOYMENT COMP-POOL	0	0	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS		184	13	0	0	0	0	0	0
<u>OTHER EXPENSES</u>									
506-100	UTILITIES	68	11,749	8,397	25,000	11,521	12,000	25,000	25,000
506-130	TRAINING	821	829	1,088	2,000	1,129	1,000	2,000	2,000
506-240	CONTRACT MAINTENANCE OUTS	4,516	4,308	5,178	3,500	7,891	8,000	8,000	8,000
506-250	CONTRACT MAINT.-GREEN BEL	46,903	56,880	65,988	60,000	58,050	65,000	60,000	60,000
506-255	CONTRACT SERVICES - POOL	0	0	0	0	0	0	0	0
506-260	GREEN BELT CLEANING	3,661	1,552	1,683	3,000	1,486	3,000	3,000	3,000
506-430	SUPPLIES	4,822	8,523	4,608	8,500	7,007	9,000	8,500	8,500
506-431	EMPLOYEE APPRECIATION LUNCHEON	0	0	0	0	0	0	0	0
506-520	EQUIPMENT REPAIR	6,157	9,433	7,070	9,500	8,935	9,500	9,500	9,500
506-630	FACILITY MAINTENANCE	24,754	28,071	20,804	25,000	22,471	25,000	25,000	25,000
506-631	POND MAINTENANCE	0	1,330	1,666	0	1,220	1,000	0	0
506-635	TREES / SHRUBS/LANDSCAPING	14,245	14,320	3,324	20,000	4,695	5,000	20,000	20,000
506-640	LITTLE LEAGUE	8,777	0	0	0	0	0	0	0
506-700	CONTINGENCIES	0	0	0	0	0	0	0	0
506-701	LEASE PURCHASE PRINCIPAL	0	0	78,229	0	0	0	0	0
506-702	LEASE PURCHASE INTEREST	0	0	12,814	0	0	0	0	0
TOTAL OTHER EXPENSES		114,724	136,995	210,849	156,500	124,405	138,500	161,000	161,000
<u>CAPITAL EXPENSES</u>									
506-800	CAPITAL EXPENDITURE	195,338	184,324	0	0	0	0	0	0
506-810	CAPITAL IMPROVEMENTS	161,499	0	0	0	0	0	0	0
506-819	PARKS LIGHTS PRINCIPAL	0	74,421	0	0	0	0	0	0
506-820	PARKS LIGHTS PROJECT	45,522	398,698	0	0	0	0	0	0
506-892	INTEREST	0	16,622	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES		402,358	674,065	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
506-900	UNALLOCATED FUNDS	0	0	0	( 18,000)	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	( 18,000)	0	0	0	0
<u>TOTAL 06-PARKS &amp; RECREATION</u>									
		517,266	811,073	210,849	138,500	124,405	138,500	161,000	161,000



## **DEPARTMENT: 507 FLEET MECHANIC**

### **FUND: 01 GENERAL FUND**

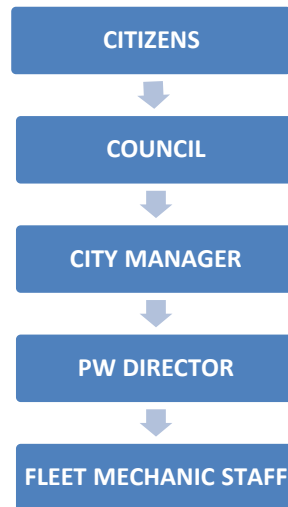
#### **DEPARTMENTAL DESCRIPTION**

Maintain fleet vehicles including: fluid changes, state inspections, and tire services, Troubleshooting, diagnosis, and repair mechanical and electrical failures.

#### **GOALS AND OBJECTIVES**

- Maintain and repair vehicles and equipment to increase their lifespan.
- Optimize fleet availability by improving turn-around times.
- Develop and implement fleet utilization guidelines and procedures.

#### **ORGANIZATIONAL CHART**



CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
07-FLEET MECHANIC  
DEPARTMENT EXPENSES

		((----- 2018-2019 -----)) ((----- 2019-2020 -----))						
		2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
								APPROVED
								BUDGET
<u>SALARIES &amp; BENEFITS</u>								
507-010	MECHANIC SALARIES	43,043	43,574	44,931	47,161	42,900	47,161	47,161
507-011	MECHANIC LONGEVITY	0	0	0	0	0	0	0
507-012	STIPEND	1,083	1,483	973	1,390	1,390	1,390	0
507-015	MECHANIC INCENTIVE PAY-BILINGU	0	0	0	0	0	0	0
507-020	OVERTIME	1,667	475	1,007	1,000	442	1,000	1,000
507-030	SOCIAL SECURITY	2,961	3,045	3,025	3,684	2,872	3,165	3,684
507-040	HEALTH INSURANCE	6,736	6,541	8,364	8,649	7,946	8,649	8,909
507-050	RETIREMENT	3,262	3,588	3,776	4,019	3,481	4,019	3,725
507-060	WORKERS' COMPENSATION	1,316	2,549	1,600	2,000	2,000	220	220
507-070	UNEMPLOYMENT COMPENSATION	135	535	167	500	0	500	162
507-090	TERMINATION PAY-OUT	0	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS		60,203	61,790	63,843	68,402	61,031	67,884	64,860
<u>OTHER EXPENSES</u>								
507-120	DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0
507-130	TRAINING	0	0	161	1,000	0	500	1,000
507-315	VEHICLE DEDUCTIBLE	0	0	0	0	0	0	0
507-420	OFFICE SUPPLIES	0	16	0	250	264	300	250
507-430	FLEET TOOLS & SUPPLIES	3,646	5,645	7,374	6,000	13,264	13,000	6,000
507-431	EMPLOYEE APPRECIATION LUNCHEON	0	0	0	0	0	0	0
507-450	ENVIRONMENTAL FEES	402	0	158	700	0	400	700
507-480	UNIFORM ALLOWANCE	0	0	0	0	0	0	0
507-501	VEHICLE PARTS-ADMIN	0	0	0	0	0	0	0
507-502	VEHICLE PARTS-POLICE	12,941	20,443	16,298	18,000	16,272	18,000	18,000
507-503	VEHICLE PARTS-FIRE	2,243	594	92	3,500	68	2,000	3,500
507-506	VEHICLE PARTS-PARKS & REC	754	569	89	1,000	1,889	2,000	1,000
507-508	VEHICLE PARTS-WARRANT OFFICER	0	0	0	0	0	0	0
507-515	VEHICLE PARTS-EMC/TECH	0	0	0	0	0	0	0
507-516	VEHICLE PARTS-PUBLIC WORKS	9,676	4,339	6,890	10,000	4,724	7,000	10,000
507-518	DEBT SERVICE - INTEREST	0	0	0	0	0	0	0
507-519	VEHICLE PARTS-INSPECTION	184	338	291	500	261	500	500
507-520	EQUIPMENT REPAIR	23,598	11,217	7,587	15,000	7,782	10,000	15,000
507-540	VEHICLE FUEL	14,067	15,137	16,511	20,000	27,524	22,000	20,000
507-602	VEHICLE OUTSIDE MAINT-POLICE	26,799	28,582	30,420	25,000	13,422	25,000	25,000
507-603	VEHICLE OUTSIDE MAINT-FIRE	3,278	4,103	1,851	5,000	130	1,000	4,000
507-606	VEHICLE OUTSIDE MAINT-PARKS&RE	782	187	0	1,000	0	500	1,000
507-608	VEHICLE OUTSIDE MAINT-WRNT OFF	0	0	155	0	0	0	0
507-615	VEHICLE OUTSIDE MAINT-EMC/TECH	0	0	0	0	0	0	0
507-616	VEHICLE OUTSIDE MAINT-PW	1,783	2,055	2,258	3,500	3,260	2,666	3,500
507-619	VEHICLE OUTSIDE MAINT-INSP	0	355	0	0	0	0	0
507-700	CONTINGENCIES	0	349	0	0	125	0	0
507-701	TML STORM DAMAGE	0	50,315	1,438	0	0	0	0
507-702	LEASE PURCHASE-POLICE PRINCIPA	0	0	0	0	0	0	0
507-703	LEASE PURCHASE-FIRE PRINCIPAL	0	0	0	0	0	0	0
507-704	DEBT SERVICE - INTEREST	0	0	0	0	0	0	0
507-706	LEASE PURCHASE-PARKS	0	0	0	0	0	0	0
507-716	DEBT SERVICE - PRINCIPAL	0	0	0	0	0	0	0

DEPARTMENT EXPENSES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 REQUESTED BUDGET	APPROVED BUDGET
507-717	DEBT SERVICE - INTEREST	0	0	0	0	0	0	0	0
507-719	LEASE PURCHASE-INSPECTION	0	0	0	0	0	0	0	0
507-721	LEASE PURCHASE-EDC	0	0	0	0	0	0	0	0
507-725	LEASE PURCHASE - CITY MGMT	0	0	0	0	0	0	0	0
507-730	VEHICLE/EQUIPMENT TESTING	46	0	0	1,000	0	1,000	1,000	1,000
TOTAL OTHER EXPENSES		100,199	144,242	91,574	111,450	88,984	105,866	110,450	110,450
<u>CAPITAL EXPENSES</u>									
507-800	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES		0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
507-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
TOTAL 07-FLEET MECHANIC		160,402	206,032	155,417	179,852	150,015	173,750	175,050	175,310





**DEPARTMENT: 508 COURT**  
**FUND: 01 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

Municipal Court has jurisdiction over all Class C misdemeanors and City ordinances. The staff of Municipal Court has various functions and responsibilities. The judge presides over all trials (jury and non-jury) and other court proceedings such as arraignments and show cause hearings. The judge also has magistrate duties (signing arrest warrants and juvenile warnings as well as visiting arrested individuals at the jail). The judge issues processes such as subpoenas, summons, and warrants and completes other administrative duties for the court functions and staff. The court clerks are the administrative arm of the Municipal Court. The clerks are responsible for seeing that all of the court's papers are accurate, orderly, and complete. The clerk's primary responsibilities include processing citations, summons, complaints, warrants, past due letters, and show cause hearing letters. The clerks maintain the court's docket and coordinate case scheduling. The clerks directly interact with the public, providing all services needed including explaining to defendants the court procedures and their options. Clerks also receive payments, summon potential jurors, and ensure juror payment. Assist the judge with open records requirements, report convictions, Drivers Safety Course and alcohol violations to the Texas Department of Public Safety, assist with warrants, and complete all required accounting reports. Two deputies assigned to warrants to execute warrants of arrest. The officers pursue and bring to justice those persons with outstanding warrants in order to ensure compliance and accountability.

**GOALS AND OBJECTIVES**

- Promote traffic safety by focusing attention on fair and impartial punishment for those individuals charged in this court.
- Establish an education program for young adults to understand the effects of how making the wrong choice or decision can affect their lives.

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES

DEPARTMENT EXPENSES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDGET	(----- APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
508-010	COURT SALARIES	189,341	225,873	231,012	227,237	205,745	235,065	255,571	255,571
508-011	COURT LONGEVITY	0	0	0	0	0	0	0	0
508-012	STIPEND	6,497	6,864	6,211	8,338	7,553	7,553	0	0
508-015	COURT INCENTIVE PAY-BILINGUAL	0	462	872	1,800	545	706	600	600
508-017	CERTIFICATION PAY - COURT	0	392	577	900	0	0	0	0
508-018	COURT EDUCATION PAY	0	0	0	300	0	0	0	0
508-020	COURT OVERTIME	12,373	10,610	5,825	10,000	4,713	8,000	10,000	10,000
508-030	SOCIAL SECURITY	16,142	19,061	18,581	22,203	17,037	20,160	20,853	20,853
508-040	HEALTH INSURANCE	13,103	24,660	29,720	43,434	22,386	25,938	43,415	44,718
508-050	RETIREMENT	11,925	15,876	16,051	24,214	13,773	16,640	21,085	21,085
508-060	WORKER'S COMPENSATION	548	1,645	1,000	3,000	3,000	3,000	1,246	1,246
508-070	UNEMPLOYMENT COMPENSATION	675	902	893	1,000	16	100	1,134	1,134
508-095	TERMINATION PAY-OUT	0	0	0	0	0	0	0	0
TOTAL	SALARIES & BENEFITS	250,605	306,346	310,741	342,427	274,768	317,162	353,904	355,207
<u>OTHER EXPENSES</u>									
508-120	DUES & SUBSCRIPTIONS	0	204	106	500	275	500	500	500
508-130	BONDS & TRAINING	3,246	5,132	3,749	7,000	3,321	5,000	7,250	7,250
508-150	JUDGE	4,535	4,764	5,062	5,000	4,667	5,000	5,250	5,250
508-160	PROSECUTOR	0	0	0	0	400	400	1,000	1,000
508-165	WARRANT JAIL COSTS	5,983	7,179	4,150	8,000	4,900	8,000	8,500	8,500
508-170	JURY SERVICE FEES	0	0	0	0	0	0	1,000	1,000
508-180	COURT OF RECORD/STENOGRAPHER	0	190	380	500	0	500	500	500
508-185	EQUIPMENT MAINTENANCE	0	0	0	0	0	0	0	0
508-420	OFFICE SUPPLIES	5,482	8,633	6,458	9,000	4,304	7,000	9,250	9,250
508-431	EMPLOYEE APPRECIATION LUNCHEON	427	0	0	300	355	200	300	300
508-480	UNIFORM ALLOWANCE	224	302	739	2,000	0	600	1,600	1,600
508-481	CONTINGENCIES	670	0	0	0	0	0	0	0
508-540	FUEL	0	0	0	0	0	0	0	0
508-590	POSTAGE	0	1,829	1,751	2,000	2,070	2,000	2,000	2,000
TOTAL	OTHER EXPENSES	20,568	28,232	22,394	34,300	20,293	29,200	37,150	37,150
<u>CAPITAL EXPENSES</u>									
508-800	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
508-810	TRANSFER TO COURT SEC. FUND	0	0	0	0	0	0	0	0
TOTAL	CAPITAL EXPENSES	0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
508-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL	OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
TOTAL 08-COURT		271,173	334,578	333,135	376,727	295,061	346,362	391,054	392,357



**DEPARTMENT: 510 FACILITY DIVISION**  
**FUND: 01 GENERAL FUND**

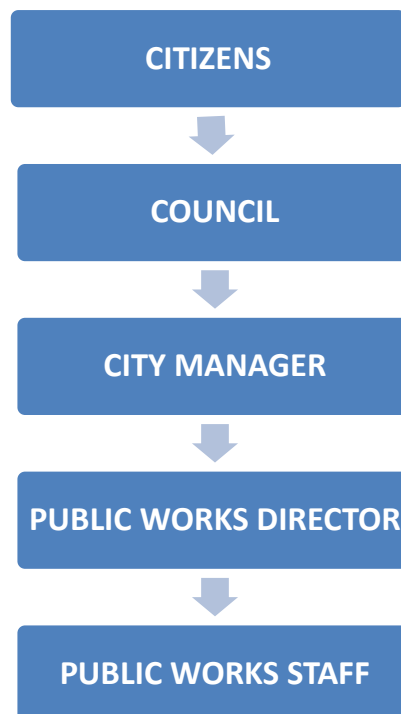
**DEPARTMENTAL DESCRIPTION**

Facility Division Department services and maintains city's facilities to extend the life of the facility and to provide employees with a safe and clean work environment.

**GOALS AND OBJECTIVES**

- Provide high-quality preventative maintenance to extend the life of facilities.
- Provide a safe and clean environment through regular cleaning of facilities.

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES				(-----)	2018-2019	(-----)	2019-2020	(-----)
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>OTHER EXPENSES</u>								
510-100 UTILITIES	99,635	148,746	112,327	140,000	184,313	145,000	140,000	140,000
510-115 MOBILE TELEPHONES	0	0	0	0	0	0	0	0
510-170 JANITORIAL SERVICES	13,014	14,975	24,419	27,000	27,853	28,850	27,000	27,000
510-240 CONTRACT MAINTENANCE	301	994	0	0	0	0	0	0
510-430 SUPPLIES	7,269	9,926	10,177	10,000	8,312	10,000	12,000	12,000
510-630 FACILITY MAINTENANCE	35,299	42,775	43,541	35,000	49,798	43,000	40,000	40,000
510-650 FIRE ALARM & EXT. INSPECTIONS	0	1,989	1,028	3,000	300	1,000	3,000	3,000
510-700 CONTINGENCIES	0	0	0	0	128	500	0	0
TOTAL OTHER EXPENSES	155,519	219,403	191,492	215,000	270,703	228,350	222,000	222,000
<u>CAPITAL EXPENSES</u>								
510-800 CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>								
510-900 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
TOTAL 10-FACILITY DIVISION	155,519	219,403	191,492	215,000	270,703	228,350	222,000	222,000



## **DEPARTMENT: 511 CIVIC CENTER**

### **FUND: 01 GENERAL FUND**

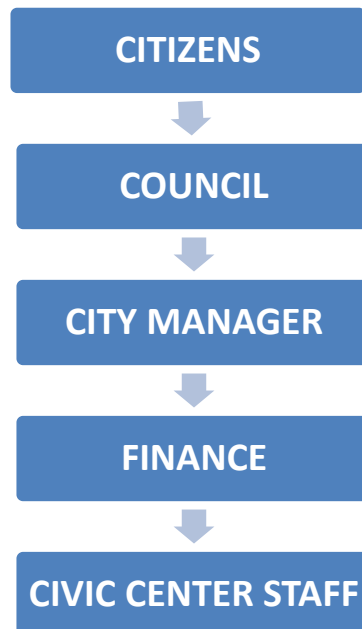
#### **DEPARTMENTAL DESCRIPTION**

The Civic Center Department provides a function set up for private events such as weddings, birthdays, anniversaries, graduations, family reunions, retirements and other functions. Provide general services, cleaning, basic maintenance and upkeep of the Civic Center.

#### **GOALS AND OBJECTIVES**

- Provide set-up and take-down services for events and functions in City Facilities
- Provide a safe and clean environment through regular cleaning of facilities.
- Provide high-quality preventative maintenance to extend the life of the facility.

#### **ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- REQUESTED BUDGET	(----- APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
511-010	CIVIC CENTER SALARIES	55,258	37,280	42,843	76,536	71,141	76,536	97,760	97,760
511-011	CIVIC CENTER LONGEVITY	0	0	0	0	0	0	0	0
511-012	STIPEND	2,166	1,299	1,483	2,779	2,779	2,779	0	0
511-020	OVERTIME - CIVIC CENTER	12,004	3,793	584	5,000	1,830	3,000	5,000	5,000
511-030	SOCIAL SECURITY	5,330	3,354	3,469	6,237	4,986	6,237	7,861	7,861
511-040	HEALTH INSURANCE	13,103	6,254	8,297	17,169	7,864	17,169	25,804	26,579
511-050	RETIREMENT	5,025	3,333	3,556	6,838	5,044	6,838	7,948	7,948
511-060	WORKERS' COMPENSATION	3,937	4,632	5,000	6,000	6,000	6,000	470	470
511-070	UNEMPLOYMENT COMPENSATION	270	670	207	1,000	3	500	486	486
511-095	TERMINATION PAY-OUT	0	0	0	0	0	0	0	0
	TOTAL SALARIES & BENEFITS	97,092	60,615	65,440	121,559	99,647	119,059	145,330	146,104
<u>OTHER EXPENSES</u>									
511-100	UTILITIES	33,287	36,956	26,578	27,000	5,368	27,000	27,000	27,000
511-430	SUPPLIES	5,220	4,260	5,414	4,000	19,752	15,000	15,000	15,000
511-431	EMPLOYEE APPRECIATION LUNCHEON	0	0	0	0	0	0	0	0
511-512	STIPEND	0	0	0	0	0	0	0	0
511-630	FACILITY MAINTENANCE	5,093	13,356	13,605	15,000	20,224	18,000	18,000	18,000
511-700	CONTINGENCIES	0	9	0	0	0	0	0	0
	TOTAL OTHER EXPENSES	43,600	54,582	45,597	46,000	45,344	60,000	60,000	60,000
<u>CAPITAL EXPENSES</u>									
511-800	CAPITAL EXPENDITURES	0	6,951	0	0	0	0	0	0
	TOTAL CAPITAL EXPENSES	0	6,951	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
511-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
	TOTAL OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
TOTAL 11-CIVIC CENTER		140,693	122,148	111,037	167,559	144,991	179,059	205,330	206,104



## **DEPARTMENT: 514 CONTRACT SERVICES**

### **FUND: 01 GENERAL FUND**

#### **DEPARTMENTAL DESCRIPTION**

Contract Services Department administers and maintains cities contracts such as EMS, Food Health Officer Fees, Legal and City Attorney, Special Legal Services, Audit, Municipal Insurance, and other.

#### **GOALS AND OBJECTIVES**

- Provide administration and contract management to ensure accuracy, accountability and performance.
- To ensure suppliers or service providers fulfill the contract according to previously agreed upon contract terms and conditions before receiving payment.

#### **ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES				(----- 2018-2019 -----)		(----- 2019-2020 -----)		
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>OTHER EXPENSES</u>								
514-220	FOOD HEALTH OFFICER FEES	21,600	19,800	12,900	22,000	22,505	15,000	15,000
514-250	LEGAL & CITY ATTORNEY	32,000	32,100	31,700	34,646	75,686	40,000	34,646
514-255	SPECIAL LEGAL FEES	79,263	56,103	90,023	210,000	136,985	120,000	95,000
514-258	FINANCIAL SERVICES	15,750	17,377	0	10,000	0	0	0
514-260	DUES & FEES-BCAD	0	0	0	0	0	0	0
514-270	DUES & FEES - BEXAR CO ELECTNS	0	0	0	0	0	0	0
514-280	FEES-DELINQUENT COLLECTOR	0	0	0	0	0	0	0
514-285	Contract Services - MFO	0	0	0	0	0	0	0
514-290	AUDIT	28,500	38,842	12,580	30,000	32,985	33,000	30,000
514-300	EMS	70,000	70,000	55,000	70,000	60,000	70,000	70,000
514-310	MUNICIPAL INSURANCE	74,067	88,225	86,466	90,000	99,867	98,398	100,000
514-320	ENGINEER / ARCHITECT	67,099	7,857	30,836	50,000	5,580	25,000	30,000
514-321	CONTRACT PLANNING SERVICES	0	0	0	0	0	0	0
514-325	SALES TAX COLLECTION SERVICE	0	6,000	27,640	6,000	32,540	35,000	25,000
514-328	CABLE TV FRANCO FEE COMPLIANCE	0	0	0	0	0	0	0
514-360	MOBILITY IMPAIRED TRANSPORT	12,000	12,000	12,000	12,000	12,000	12,000	12,000
514-367	WATER RESOURCES STUDY	0	0	0	0	0	0	0
514-368	WASTE MANAGEMENT ADD ON	0	0	0	0	0	0	0
514-385	SALARY SURVEY	0	0	0	0	0	0	0
514-400	CREDIT CARD TERMINAL	0	0	0	0	0	0	0
514-403	RECORDS MANAGEMENT	13,626	20,340	4,588	17,000	25,455	25,000	22,000
514-405	RECORDS STORAGE RENTAL	8,838	8,682	9,364	8,200	9,684	8,200	8,200
514-410	RECORDS DESTRUCTION	0	543	0	1,200	400	1,000	1,200
514-430	SUPPLIES	0	0	0	0	0	0	0
514-500	PURCHASE OF LAND	81,734	0	0	0	0	0	0
TOTAL OTHER EXPENSES		504,476	377,870	373,097	561,046	513,687	482,598	443,046
<u>CAPITAL EXPENSES</u>								
514-800	CAPITAL EXPENDITURES	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES		0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>								
514-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0
TOTAL 14-CONTRACT SERVICES		504,476	377,870	373,097	561,046	513,687	482,598	443,046





## **DEPARTMENT: 515 TECH SUPPORT**

### **FUND: 01 GENERAL FUND**

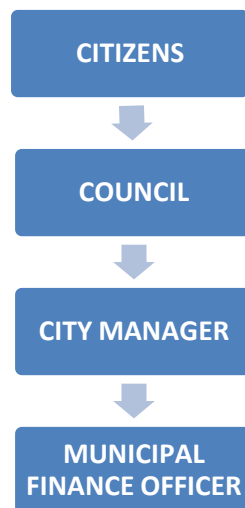
#### **DEPARTMENTAL DESCRIPTION**

The Tech Support Department charged with maintaining, operating and securing the City's information assets such as computer contract, telecommunications contract, mobile and pager contracts and maintenance. These assets form the foundation upon which many of the City's core operations depend. Therefore, this foundation must be reliable, resilient and responsive.

#### **GOALS AND OBJECTIVES**

- Transition to the new IT services
- Upgrade and improve City W-Fi network services including Public Works yard, Fire Dorns, Economic Development building
- Consolidate and upgrade City Hall communication systems
- Begin research for possible replacement and upgrade to computers and software

#### **ORGANIZATIONAL CHART**



CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
15-TECH SUPPORT  
DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
515-010 EMC/TECH SUPPORT SALARIES	0	0	0	0	0	0	0	0
515-011 EMC/TECH LONGEVITY	0	0	0	0	0	0	0	0
515-020 EMT/TECH SUPPORT OVERTIME	0	0	0	0	0	0	0	0
515-030 EMC/TECH SOCIAL SECURITY	0	0	0	0	0	0	0	0
515-040 EMC/TECH HEALTH INSURANCE	0	0	0	0	0	0	0	0
515-050 EMC/TECH RETIREMENT	0	0	0	0	0	0	0	0
515-060 WORKER'S COMPENSATION	0	0	0	0	0	0	0	0
515-070 UNEMPLOYMENT COMPENSATION	0	0	0	0	0	0	0	0
515-090 EMC/TECH TERM.PAY-OUT	0	0	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS	0	0	0	0	0	0	0	0
<u>OTHER EXPENSES</u>								
515-120 DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
515-130 EMC/TECH TRAINING	0	0	0	0	0	0	0	0
515-200 COMPUTER CONTRACTS	55,034	41,793	95,611	117,000	107,060	117,000	95,000	95,000
515-201 COMPUTER MAINTENANCE	2,784	4,990	8,764	5,000	7,583	7,000	7,000	7,000
515-205 TELECOMMUNICATIONS CONTRACT	66,433	100,050	136,704	59,500	51,131	59,500	80,000	80,000
515-210 TELEPHONE MAINT.CONTRACT	610	4,214	1,040	7,000	545	3,000	3,000	3,000
515-215 MOBILE PHONES CONTRACT	23,150	18,497	22,321	15,000	23,313	25,000	25,000	25,000
515-220 MOBILE PHONES MAINTENANCE	0	0	0	0	0	0	0	0
515-221 MOBILE DATA TERMINAL SERVICE	7,327	7,834	1,591	5,000	11,586	10,000	7,000	7,000
515-223 PAGER CONTRACT	0	0	0	0	0	0	0	0
515-225 PAGER MAINTENANCE	0	0	0	0	0	0	0	0
515-226 PAGER MAINTENANCE-FIRE	0	0	0	0	0	0	0	0
515-227 RADIO CONTRACT	0	0	0	0	0	0	0	0
515-229 RADIO MAINTENANCE	0	0	0	0	0	0	0	0
515-286 CONTRACTSERVICES - IT	123,639	123,367	135,758	94,000	139,125	150,000	110,000	110,000
515-330 WEBSITE SUPPORT CONTRACT	0	0	0	0	0	0	0	0
515-332 WEBSITE MAINTENANCE	0	4,699	14,465	6,500	0	6,500	6,500	6,500
515-333 CLOUD HOSTING FEES	0	0	0	0	0	0	0	0
515-395 EMERGENCY MGMT SUPPORT	0	0	0	0	0	0	0	0
515-396 EOC EQUIPMENT & SUPPLIES	0	0	0	0	0	0	0	0
515-430 TECH SUPPLIES	0	0	0	0	0	0	0	0
515-460 COPIER CONTRACT & SUPPLIES	12,634	8,528	9,999	15,000	24,413	27,000	27,000	27,000
515-480 UNIFORM ALLOWANCE	0	0	0	0	0	0	0	0
515-520 EQUIPMENT REPAIR	0	0	0	0	0	0	0	0
515-522 AUDIO VISUAL MAINTENANCE	0	0	0	0	0	0	0	0
515-525 LEASE PURCHASE-RECORDS MGMT SY	0	0	0	0	0	0	0	0
515-700 CONTINGENCIES	0	0	0	0	0	0	0	0
TOTAL OTHER EXPENSES	291,611	313,972	426,254	324,000	364,755	405,000	360,500	360,500
<u>CAPITAL EXPENSES</u>								
515-800 CAPITAL EXPENSE	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>								
515-900 UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
TOTAL 15-TECH SUPPORT	291,611	313,972	426,254	324,000	364,755	405,000	360,500	360,500



## **DEPARTMENT: 516 PUBLIC WORKS**

### **FUND: 01 GENERAL FUND**

#### **DEPARTMENTAL DESCRIPTION**

Public Works Department oversees the maintenance and management of park land, to include the maintenance of municipal facilities, swimming pool, park irrigation systems, trails, restrooms, pavilions, open space, playground equipment, benches, picnic tables, lighting, mowing contracts oversight. Public Works Department assists city staff with preparation of the city-wide events.

#### **GOALS AND OBJECTIVES**

- Ensure City facilities and Infrastructure are maintained and sustainable
- Provide our residents with services as efficiently, effectively, innovatively and safely as possible
- Maintain physical security of facility and grounds. Maintain accountability of tools, recording all maintenance on equipment.

#### **ORGANIZATIONAL CHART**







**DEPARTMENT: 517 ANIMAL CONTROL**  
**FUND: 01 GENERAL FUND**

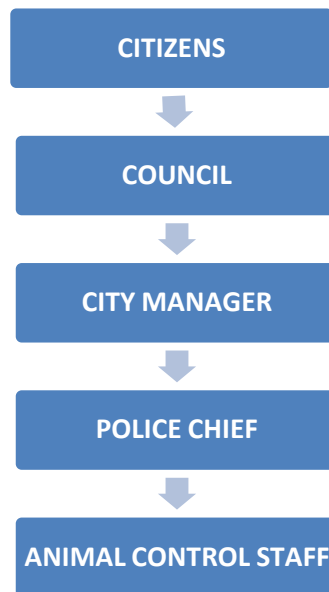
**DEPARTMENTAL DESCRIPTION**

Animal Control Officers responsible for the enforcement of State laws and City ordinances regarding the care and treatment of animals. Animal Control Officers ensure public health and safety through disease and population control, while meeting the community's expectations for both. Promote humane treatment of animals by enforcing laws and educating the public. Promote responsible pet ownership through community outreach programs and animal placement programs.

**GOALS AND OBJECTIVES**

- to educate the community in public safety and humane issues regarding animals.
- to enforce City ordinances and State statues pertaining to animals.
- to assist the public in resolving animal issues.
- to protect the safety and welfare of the citizens and animals of this community.
- to prevent the spread of animal illnesses

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
517-010	SALARIES-ANIMAL CONTROL	65,333	67,987	70,340	72,913	67,292	70,257	72,904	72,904
517-011	LONGEVITY	0	0	0	0	0	0	0	0
517-012	STIPEND	2,166	2,965	1,946	2,779	2,779	2,779	0	0
517-013	Salaries - Animal on call	2,901	3,531	3,669	3,000	3,254	3,287	3,600	3,600
517-020	OVERTIME-ANIMAL CONTROL	8,119	5,021	4,015	7,000	4,223	5,000	7,000	7,000
517-030	SOCIAL SECURITY	5,848	6,356	6,314	6,343	5,933	6,245	6,526	6,526
517-040	HEALTH INSURANCE	7,557	13,717	16,932	17,203	15,785	17,203	17,203	17,719
517-050	RETIREMENT	5,491	6,299	6,455	6,950	6,104	6,505	6,598	6,598
517-060	WORKER'S COMPENSATION	1,567	3,107	2,200	3,000	3,000	3,000	390	390
517-070	UNEMPLOYMENT COMPENSATION	0	900	368	1,000	0	600	324	324
TOTAL SALARIES & BENEFITS		98,981	109,883	112,238	120,188	108,370	114,876	114,545	115,061
<u>OTHER EXPENSES</u>									
517-230	VET/INPOUNDING/SHELTER	20,150	13,258	15,278	28,900	18,725	25,000	28,900	28,900
517-231	INPOUNDING/SHELTER	22,472	15,795	20,690	24,400	8,644	22,000	24,400	24,400
517-240	TRAINING & CERTIFICATION	318	1,154	2,211	1,500	0	750	1,500	1,500
517-420	EQUIPMENT	277	265	738	2,100	1,784	2,100	2,100	2,100
517-430	SUPPLIES	1,920	1,113	486	900	180	600	900	900
517-480	UNIFORMS	0	0	0	1,000	300	600	1,000	1,000
TOTAL OTHER EXPENSES		45,138	31,586	39,402	58,800	29,633	51,050	58,800	58,800
<u>CAPITAL EXPENSES</u>									
517-800	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES		0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
517-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
TOTAL 17-ANIMAL CONTROL		144,119	141,470	151,640	178,988	138,003	165,926	173,345	173,861



**DEPARTMENT: 519 CODE ENFORCEMENT**  
**FUND: 01 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

Code Enforcement Department supports a variety of technical duties in support of the City's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments and divisions.

**GOALS AND OBJECTIVES**

- Respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Enforce City Ordinances by inspecting both residential and commercial properties for violations that may threaten the general public's safety.

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
519-010	INSPECTION SALARIES	41,747	43,082	45,430	46,720	42,434	45,626	46,717	46,717
519-011	INSPECTIONS LONGEVITY	0	0	0	0	0	0	0	0
519-012	STIPEND	1,083	1,299	1,483	1,390	1,390	1,390	0	0
519-015	INSP.INCENTIVE PAY-BILINGUAL	( 24)	393	60	600	10	300	0	0
519-018	INSPECTION EDUCATION PAY	0	0	0	0	0	0	0	0
519-020	OVERTIME	148	0	4,720	1,800	4,262	4,000	1,800	1,800
519-026	HAZARDOUS DUTY PAY	( 18)	314	37	480	0	480	0	0
519-030	SOCIAL SECURITY	2,661	2,933	4,185	3,712	3,899	4,226	3,712	3,712
519-040	HEALTH INSURANCE	6,194	6,511	8,495	8,647	8,067	8,647	8,647	8,907
519-050	RETIREMENT	3,061	3,618	4,375	4,048	3,971	4,490	3,753	3,753
519-060	WORKER'S COMPENSATION	377	1,645	1,000	1,100	1,100	1,100	109	109
519-070	UNEMPLOYMENT COMPENSATION	0	500	159	500	0	500	162	162
TOTAL SALARIES & BENEFITS		55,230	60,294	69,944	68,996	65,132	70,759	64,900	65,159
<u>OTHER EXPENSES</u>									
519-120	DUES & SUBSCRIPTIONS	135	135	135	135	0	135	135	135
519-125	CONTRACT INSPECTION SVCS	0	0	0	0	0	0	0	0
519-130	BONDS & TRAINING	106	0	1,259	500	0	500	500	500
519-140	EMPLOYMENT SCREENING	0	0	0	0	0	0	0	0
519-150	CONTRACT SERVICES - INSPECTION	0	0	5,250	0	0	0	0	0
519-420	OFFICE SUPPLIES	290	712	870	750	0	750	750	750
519-430	SUPPLIES & EQUIPMENT	386	0	484	500	0	500	500	500
519-480	UNIFORMS	0	120	388	500	180	500	500	500
519-490	VEHICLE PARTS	0	0	0	0	0	0	0	0
519-540	VEHICLE FUEL	0	0	0	0	0	0	0	0
519-700	CONTINGENCIES	0	0	0	0	0	0	0	0
TOTAL OTHER EXPENSES		916	967	8,386	2,385	180	2,385	2,385	2,385
<u>CAPITAL EXPENSES</u>									
519-800	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES		0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
519-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
TOTAL 19-CODE ENFORCEMENT		56,146	61,261	78,330	71,381	65,312	73,144	67,285	67,544





**DEPARTMENT: 520 FINANCE**  
**FUND: 01 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

The Finance Department's primary purpose is to provide all the necessary financial, accounting, technical, benefits, payroll, business and risk management services to all City departments and the general public, prepare monthly financial reports for the City Manager, City Council and City departments, process utility billing including commercial, residential and vehicle storage accounts. Process all accounts payable and receivable in a timely manner, post vendor payable check registers online, prepare 1099s, and prepare monthly bank reconciliations and investments report. Maintain and process payroll for all city employees and prepare W2s. Maintain and safeguard the City's investment portfolio. Manage debt service and fixed assets. Complete the annual budget and facilitate annual audit and Comprehensive Annual Financial Report. The Finance Director also oversees the Purchasing & Asset Management.

**GOALS AND OBJECTIVES**

- Maintain financial systems to provide timely and accurate financial information and reports to the City Manager, City Council, other City departments, citizens, and other agencies.
- Receive a Traditional Finances Star from the State Comptroller's Office for leadership in financial transparency for the 5<sup>th</sup> consecutive year.

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES

TOTAL 20-FINANCE	254,392	303,154	319,651	352,554	310,022	345,253	345,827	346,871
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**DEPARTMENT: 525 CITY MANAGEMENT**  
**FUND: 01 GENERAL FUND**

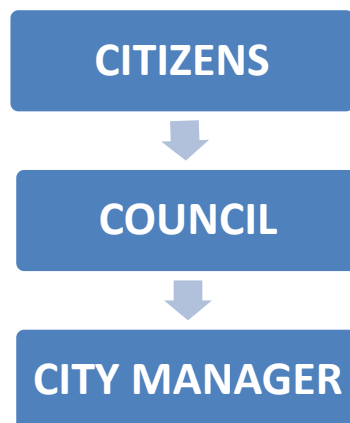
**DEPARTMENTAL DESCRIPTION**

Under City Management department the City Manager serves as the Chief Administrative Officer of the City; assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of the City of Windcrest including public safety, community development, administrative services, operations maintenance, parks, recreation, facilities, and administration; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; and provides highly complex administrative support to the City Council including implementing policy decisions made by the City Council.

**GOALS AND OBJECTIVES**

- Direct the development and implementation of the City's goals, objectives, policies, and priorities.
- Assess and monitor work load, administrative support systems, and internal reporting relationships;
- Identify opportunities for improvement and implement as appropriate.
- Select, motivate, and evaluate personnel; resolve personnel concerns and issues.
- Serve as a resource for the City Council, department personnel, City staff, other organizations, and the public; coordinate pertinent information, resources, and work teams necessary to support a positive and productive environment.

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	2018-2019 PROJECTED YEAR END	2019-2020 REQUESTED BUDGET	2019-2020 APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
525-010	CITY MANAGEMENT SALARIES	139,147	140,545	141,869	145,630	134,049	145,630	152,911	152,911
525-011	LONGEVITY	0	0	0	0	0	0	0	0
525-012	STIPEND	0	0	1,483	1,390	1,390	1,390	0	0
525-017	CERTIFICATION PAY	0	0	0	0	0	0	0	0
525-018	EDUCATION PAY	0	0	0	0	0	0	0	0
525-019	TUITION REIMBURSEMENT	0	0	0	0	0	0	0	0
525-020	CITY MANAGEMENT OVERTIME	0	0	0	0	0	0	0	0
525-030	SOCIAL SECURITY	9,783	9,814	9,682	11,141	9,250	10,000	11,808	11,808
525-040	HEALTH INSURANCE	5,975	6,293	8,478	9,087	8,265	9,087	9,087	9,360
525-050	RETIREMENT	10,133	11,319	11,671	11,923	10,526	11,923	11,939	11,939
525-060	WORKER'S COMPENSATION	2,125	3,581	3,000	3,500	3,500	3,500	348	348
525-070	UNEMPLOYMENT COMPENSATION	135	492	159	500	0	500	162	162
525-080	CONTRACT LABOR - HR	0	0	0	1,000	0	0	1,000	1,000
525-095	TERMINATION PAYOUT	0	0	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS		167,297	172,044	176,341	184,171	166,980	182,030	187,256	187,529
<u>OTHER EXPENSES</u>									
525-120	DUES & SUBSCRIPTIONS	19	137	168	750	168	500	750	750
525-121	ADP Contract	0	0	0	0	0	0	0	0
525-130	BONDS & TRAINING	578	0	94	1,000	275	500	1,000	1,000
525-140	EMPLOY. SCREENING & RECRUITM	0	0	0	0	0	0	0	0
525-150	MOVING EXPENSE - CITY MGR	0	0	0	0	0	0	0	0
525-420	OFFICE SUPPLIES	1,088	714	215	1,000	0	500	1,000	1,000
525-430	HR SUPPLIES	0	0	0	0	0	0	0	0
525-640	EMPLOYEE RECOGNITION	0	5,141	7,546	6,800	5,016	5,000	6,800	6,800
525-645	MEALS & ENTERTAINMENT	119	732	168	1,000	0	500	1,000	1,000
525-650	VEHICLE EXPENSE	0	0	0	0	0	0	0	0
525-655	Cell Phone Allowance	0	0	0	0	0	0	0	0
TOTAL OTHER EXPENSES		1,803	6,723	8,191	10,550	5,459	7,000	10,550	10,550
<u>OTHER INCOME/EXPENSES</u>									
525-900	TRANSFER TO EDC	0	0	0	0	0	0	0	0
525-901	TRANSFER TO STREETS FUND	0	91,556	0	0	0	0	0	0
525-902	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	91,556	0	0	0	0	0	0
TOTAL 25-CITY MANAGEMENT		169,101	270,323	184,533	194,721	172,439	189,030	197,806	198,079



**DEPARTMENT: 526 POOL**  
**FUND: 01 GENERAL FUND**

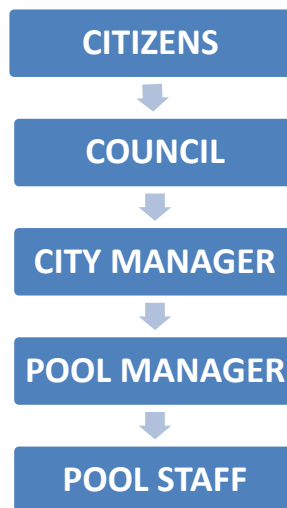
### **DEPARTMENTAL DESCRIPTION**

The management and maintenance of three (3) outdoor pools including the maintenance of swimming facilities, pumping systems, and related aquatic programs designed to encourage safe use and professional management of the facilities.

### **GOALS AND OBJECTIVES**

- Maintain a high quality of pool maintenance while providing excellent aquatic recreation and leisure service program.
- Maintain and develop aquatic program designed to educate our citizens and to meet the needs of our community.

### **ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016	2016-2017	2017-2018	(-----	2018-2019	(-----	2019-2020	(-----)
		ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
					BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>SALARIES &amp; BENEFITS</u>									
526-010	SALARIES	59,512	53,844	64,703	65,650	67,614	65,650	88,020	88,020
526-020	OVERTIME	115	696	1,706	2,800	950	2,800	2,800	2,800
526-030	SOCIAL SECURITY	4,453	4,162	5,080	5,236	5,245	5,236	6,948	6,948
526-040	HEALTH INSURANCE	0	0	0	0	0	0	0	0
526-050	RETIREMENT	0	0	0	0	0	0	0	0
526-060	WORKER'S COMPENSATION	2,342	3,226	3,500	3,500	3,500	3,500	415	415
526-070	UNEMPLOYMENT COMPENSATION	<u>2,430</u>	<u>1,199</u>	<u>1,155</u>	<u>2,500</u>	<u>68</u>	<u>0</u>	<u>3,078</u>	<u>3,078</u>
TOTAL SALARIES & BENEFITS		68,852	63,128	76,144	79,686	77,376	77,186	101,261	101,261
<u>OTHER EXPENSES</u>									
526-100	UTILITIES	4,721	3,256	3,205	7,000	6,167	7,000	7,000	7,000
526-130	BONDS & TRAINING	2,037	( 368)	105	0	0	0	0	0
526-140	EMPLOYMENT SCREENING	( 200)	0	0	1,500	0	0	0	0
526-210	EQUIPMENT LEASE	0	0	0	0	0	0	0	0
526-255	CONTRACT SERVICES - POOL	0	0	0	0	0	0	0	0
526-420	OFFICE SUPPLIES	0	498	1,347	1,000	709	1,000	1,000	1,000
526-430	MISCELLANEOUS SUPPLIES	11,551	12,078	6,308	3,500	8,029	3,500	4,000	4,000
526-431	POOL CHEMICALS	0	7,886	10,659	12,000	7,549	12,000	15,000	15,000
526-480	UNIFORM ALLOWANCE	0	0	0	1,600	1,402	1,600	1,800	1,800
526-500	VEHICLE PARTS	0	0	0	0	0	0	0	0
526-510	VEHICLE OUTSIDE MAINTENANCE	0	0	0	0	0	0	0	0
526-520	EQUIPMENT REPAIR	155	308	15	6,000	72	4,000	10,000	10,000
526-630	FACILITY MAINTENANCE	4,412	2,695	4,892	5,000	3,640	5,000	7,000	7,000
526-700	CONTINGENCIES	<u>1,446</u>	<u>436</u>	<u>1,384</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES		24,122	26,789	27,914	38,600	27,567	34,100	45,800	45,800
<u>CAPITAL EXPENSES</u>									
526-800	CAPITAL EXPENDITURES	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES		12,000	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
526-900	UNALLOCATED FUNDS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
TOTAL 26-POOL		104,974	89,916	104,058	118,286	104,944	111,286	147,061	147,061



**DEPARTMENT: 527 POST OFFICE**  
**FUND: 01 GENERAL FUND**

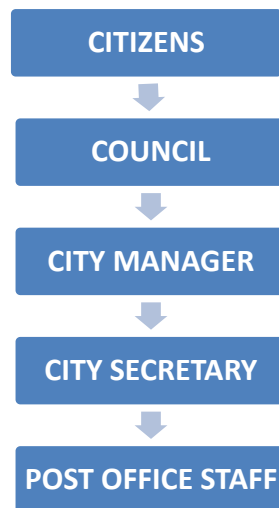
## **DEPARTMENTAL DESCRIPTION**

The Windcrest Post Office (WPO) is a contract postal unit through United States Post Office. The WPO serves as a community amenity, managing the receipt and sorting mail for postal pick up by the United State Postal Office. WPO provides retail sales of USPS postage stamps, money orders, flat rate packaging, flat rate envelopes and priority packing and envelopes.

## **GOALS AND OBJECTIVES**

- Provide excellent customer service to the community
- Be a resource outlet for USPS inquiries
- Maintain a safe and clean work environment
- Identify innovative processes toward quality improvement

## **ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES

DEPARTMENT EXPENSES		2015-2016	2016-2017	2017-2018	(-----) 2018-2019	(-----) 2018-2019	(-----) 2019-2020	(-----)	
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
527-010	POST OFFICE SALARIES	32,018	32,837	34,356	31,485	30,778	34,045	35,691	35,691
527-011	LONGEVITY	0	0	0	0	0	0	0	0
527-012	STIPEND	1,354	1,483	973	1,390	1,390	1,390	0	0
527-015	P. O. INCENTIVE PAY-BILINGUAL	0	0	0	0	0	0	0	0
527-020	OVERTIME - POST OFFICE	409	1,178	567	1,200	685	761	1,200	1,200
527-030	SOCIAL SECURITY	2,505	2,787	2,739	2,500	2,441	2,792	2,822	2,822
527-040	HEALTH INSURANCE	4,893	5,818	8,557	8,579	7,876	8,445	8,579	8,837
527-050	RETIREMENT	2,043	2,557	2,302	2,763	2,352	2,613	2,854	2,854
527-060	WORKER'S COMPENSATION	49	1,645	750	1,000	76	750	83	83
527-070	UNEMPLOYMENT COMPENSATION	251	570	262	750	2	600	190	190
527-095	TERMINATION PAY-OUT	0	0	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS		43,521	48,875	50,507	49,667	45,599	51,397	51,419	51,676
<u>OTHER EXPENSES</u>									
527-120	DUES & SUBSCRIPTIONS	0	0	14	0	0	0	0	0
527-130	BONDS & TRAINING	0	0	0	0	0	0	0	0
527-420	OFFICE SUPPLIES - POST OFFICE	4,317	4,624	4,059	6,000	2,642	4,000	6,000	6,000
527-421	CONTRACT / SEASONAL HELP	0	0	( 250)	3,200	0	0	3,200	3,200
527-590	POSTAGE - POST OFFICE	1,938	0	0	0	14	0	0	0
527-600	OFFICE EQUIPMENT & MAINTENANCE	0	0	0	0	0	0	0	0
527-610	OFFICE EQUIPMENT LEASE	8,816	8,292	11,909	12,200	2,449	8,000	12,200	12,200
527-700	CONTINGENCIES	29	0	0	0	0	0	0	0
527-710	INVENTORY ADJUSTMENTS	0	105	0	400	0	0	400	400
TOTAL OTHER EXPENSES		15,100	13,020	15,732	21,800	5,106	12,000	21,800	21,800
<u>CAPITAL EXPENSES</u>									
527-800	CAPITAL EXPENSE	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES		0	0	0	0	0	0	0	0
<u>OTHER INCOME/EXPENSES</u>									
527-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
<hr/>									
TOTAL 27-POST OFFICE		58,621	61,896	66,238	71,467	50,706	63,397	73,219	73,476





**DEPARTMENT: 528 HUMAN RESOURCES**  
**FUND: 01 GENERAL FUND**

**DEPARTMENTAL DESCRIPTION**

The Human Resources Department provides services and support in the areas of recruitment, selection, staffing, benefits administration, labor law compliance, performance management, employee development and relations, health and wellness, policy administration, and employee counseling.

**GOALS AND OBJECTIVES**

- Deliver HR services, programs, and communications that add value for our prospective employees and current employees.
- Improve employee retention by the adoption of strategies which promote a diverse workforce and create a great work climate.

**ORGANIZATIONAL CHART**



DEPARTMENT EXPENSES		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>OTHER EXPENSES</u>									
528-130	INSURANCE ADMIN. FEES	0	4,261	3,530	4,000	3,706	4,000	4,000	4,000
528-140	EMPLOYMENT SCREENING/RECRUIT	14,836	11,627	15,927	14,000	11,911	14,000	15,000	15,000
528-141	ADP SERVICES	0	37,407	53,053	60,000	50,682	52,122	60,000	60,000
528-142	RECOGNITION PROGRAM	0	838	628	2,000	825	1,700	2,000	2,000
528-143	EMPLOYEE WELLNESS PROGRAM	0	0	0	0	0	0	0	0
528-150	EMP MED COST ASSIST	545	53,519	49,537	65,000	38,790	60,000	0	50,000
528-160	EMP RECONIGITION PROGRAM	0	0	0	0	0	0	0	0
528-162	INSURANCE INCREASE	0	0	0	0	0	0	0	0
528-170	EMP WELLNESS PROGRAM	0	0	0	0	0	0	0	0
528-172	TMRS	0	0	0	0	0	0	0	0
528-175	TRANSFER TO HRA FUND 12	49,000	75,429	0	0	0	0	0	0
528-180	COLA 2%	0	0	0	0	0	0	0	0
528-701	PRIOR YEAR ADJUSTMENTS	0	0	8,166	0	0	0	0	0
TOTAL OTHER EXPENSES		64,381	183,081	130,842	145,000	105,914	131,822	81,000	131,000
<u>OTHER INCOME/EXPENSES</u>									
528-900	UNALLOCATED FUNDS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
TOTAL 28-HUMAN RESOUCES		64,381	183,081	130,842	145,000	105,914	131,822	81,000	131,000

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND

30-CAPITAL

DEPARTMENT EXPENSES

		(----- 2018-2019 -----) (----- 2019-2020 -----)						
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>OTHER EXPENSES</u>								
530-506 PARKS CAPITAL	0	0	0	0	0	0	0	0
530-507 FLEET CAPITAL	0	0	0	0	0	0	0	0
530-508 COURT CAPITAL	0	0	0	0	0	0	0	0
530-525 CITY MANAGER CAPITAL	0	0	0	0	0	0	0	0
530-526 POOL CAPITAL	0	0	0	25,000	24,953	24,953	0	0
530-527 POST OFFICE CAPITAL	0	0	0	0	0	0	0	0
530-528 HUMAN RESOURCES CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES	0	0	0	25,000	24,953	24,953	0	0
<u>CAPITAL EXPENSES</u>								
530-801 ADMIN CAPITAL	0	0	0	0	0	0	0	0
530-802 POLICE CAPITAL	0	0	0	0	0	0	0	0
530-803 FIRE CAPITAL	0	0	48,597	158,770	181,780	165,068	0	0
530-804 SPECIAL SERVICES CAPITAL	0	0	0	0	0	0	0	0
530-806 PARKS CAPITAL	0	0	117,351	91,043	150,162	150,000	91,043	91,043
530-810 FACILITY CAPITAL	0	0	0	0	21,000	21,000	0	0
530-811 CIVIC CENTER CAPITAL	0	0	24,777	0	11,980	11,980	0	0
530-814 CONTRACT SERVICES CAPITAL	0	0	0	0	0	0	0	0
530-815 TECH SUPPORT CAPITAL	0	0	0	0	0	0	0	0
530-816 PUBLIC WORKS CAPITAL	0	0	30,337	58,169	5,492	5,492	48,169	83,169
530-817 ANIMAL CONTROL CAPITAL	0	0	0	60,000	61,977	61,501	0	0
530-819 CODE ENFORCEMENT CAPITAL	0	0	0	0	0	0	0	0
530-820 FINANCE CAPITAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>52,000</u>	<u>42,706</u>	<u>42,706</u>	<u>0</u>	<u>50,000</u>
TOTAL CAPITAL EXPENSES	0	0	221,062	419,982	475,098	457,747	139,212	224,212

530-803	FIRE CAPITAL	PERMANENT NOTES: -Uniforms FY17-18-\$20,000.00 -Fire Privention MaterialsFY17-18-\$3,000.00 -Protective Clothing cleaning-repairFY17-18-\$8,000.00 -AD&D Life insurance FY17-18-\$3,500.00 -Personal Protective EquipmentFY17-18-\$45,000.00
530-806	PARKS CAPITAL	PERMANENT NOTES: Park Lights Lease purchase-\$91,043.28 FY17-18 Concession stand w/restrooms and storage-\$150,000.00 FY17-18
530-816	PUBLIC WORKS CAPITAL	PERMANENT NOTES: Street Sweeper Lease Purchase FY 17-18 -principal \$42,305.25 -interest \$5,863.56 New F-150 Truck FY17-18-\$38,000.00
530-816	PUBLIC WORKS CAPITAL	CURRENT YEAR NOTES: Street Sweeper Lease Purchase FY 19-20 -principal \$42,305.25 -interest \$5,863.56 Street Signs Comlience FY 19-20

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
30-CAPITAL

DEPARTMENT EXPENSES

DEPARTMENT EXPENSES		(----- 2018-2019 -----) (----- 2019-2020 -----)							
		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
		<hr/>							
		-\$30,000.00							
530-820	FINANCE CAPITAL	PERMANENT NOTES: FY 19-20 -new computers \$50,000.00							
<u>OTHER INCOME/EXPENSES</u>									
530-925	TRANSFER OUT TO STREETS	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER INCOME/EXPENSES		0	0	0	0	0	0	0	0
		<hr/>							
TOTAL 30-CAPITAL		0	0	221,062	444,982	500,051	482,700	139,212	224,212
		<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>	<u>=====</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

01 -GENERAL FUND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-030 SOCIAL SECURITY	0	0	0	0	0	0	0	0
500-050 RETIREMENT	<u>0</u>	<u>0</u>	<u>315</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES & BENEFITS	0	0	315	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>315</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>6,045,793</u>	<u>7,241,421</u>	<u>6,845,990</u>	<u>7,272,972</u>	<u>6,769,344</u>	<u>7,512,393</u>	<u>7,130,101</u>	<u>7,281,595</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>461,290</u>	<u>( 341,026)</u>	<u>( 362,389)</u>	<u>( 17,492)</u>	<u>( 412,774)</u>	<u>( 104,649)</u>	<u>613,945</u>	<u>462,451</u>
PROJECTED ENDING FUND BALANCE	<u>2,527,146</u>	<u>2,191,597</u>	<u>1,829,208</u>	<u>1,811,716</u>	<u>1,416,434</u>	<u>1,724,559</u>	<u>2,338,503</u>	<u>2,187,009</u>

\*\*\* END OF REPORT \*\*\*

WINDCREST POLICE DEPARTMENT  
FY2018-2019 PROPOSED CAPITAL EXPENDITURES BUDGET - (18) WCCPD

CAPITAL EXPENDITURE ITEM	QUARTER	PERIOD	QUANTITY	COST PER UNIT	TOTAL COST (ALL QUARTERS)	QUARTERLY TOTALS	ACTUAL COST	QUARTERLY GRAND TOTALS
2018 CHEVROLET TAHOE PPV - REPLACES UNIT 303	1	OCTOBER-DECEMBER	1	\$ 46,000.00	\$ 46,000.00	\$ 52,420.00	\$ -	\$ -
VEHICLE GRAPHICS			1	\$ 600.00	\$ 600.00		\$ -	
LAPTOP STANDS			1	\$ 1,020.00	\$ 1,020.00		\$ -	
MOBILE POLICE RADIO (P25) IN-CAR			1	\$ 4,800.00	\$ 4,800.00		\$ -	
MOBILE ELECTRONIC CITATION EQUIPMENT	2	JANUARY-MARCH	1	\$ 8,500.00	\$ 8,500.00	\$ 33,500.00	\$ -	\$ -
COMMUNICATIONS CAD SERVER			1	\$ 25,000.00	\$ 25,000.00			
2019 CHEVROLET TAHOE PPV - REPLACES UNIT 304	3	APRIL-JUNE	1	\$ 46,000.00	\$ 46,000.00	\$ 95,240.00	\$ -	\$ -
2019 CHEVROLET TAHOE PPV - REPLACES UNIT 305			1	\$ 46,000.00	\$ 46,000.00		\$ -	
VEHICLE GRAPHICS			2	\$ 600.00	\$ 1,200.00			
LAPTOP STANDS			2	\$ 1,020.00	\$ 2,040.00		\$ -	
MOBILE DATA TERMINALS (VEHICLE LAPTOPS)	4	JULY-SEPTEMBER	10	\$ 4,500.00	\$ 45,000.00	\$ 52,140.00	\$ -	\$ -
LAPTOP PLATFORMS AND STANDS			7	\$ 1,020.00	\$ 7,140.00		\$ -	
GRAND TOTAL					\$ 233,300.00	\$ 233,300.00	\$ -	\$ -

WINDCREST POLICE DEPARTMENT  
WCCPD CAPITAL IMPROVEMENT PLAN - FY2018-2019 THROUGH FY2022-2023

CAPITAL EXPENDITURE - ITEM	ESTIMATED UNIT COST	TOTAL COST	FY 18-19	FY19-20	FY20-21	FY21-22	FY22-23
New Public Safety-Municipal Court Center (Based on Bid)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Storefront (Based on Bid - Eisenhower/IH 35 N Area and Walzem Area)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operations Division Fleet	\$ 47,000.00	\$ 329,000.00	\$ -	\$ 47,000.00	\$ 141,000.00	\$ 141,000.00	\$ -
Operations Division Fleet - Patrol Operations	\$ 46,000.00	\$ 264,000.00	\$ 138,000.00	\$ 46,000.00	\$ -	\$ -	\$ 80,000.00
Special Operations Fleet	\$ 44,000.00	\$ 44,000.00	\$ -	\$ 44,000.00	\$ -	\$ -	\$ -
Special Operations Fleet - Investigations	\$ 41,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Operations Fleet - Police-Code Enforcement	\$ 44,000.00	\$ 132,000.00	\$ -	\$ -	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00
Special Operations Fleet - Citizens' Patrol	\$ 21,000.00	\$ 42,000.00	\$ -	\$ 42,000.00	\$ -	\$ -	\$ -
Vehicle Graphics	\$ 600.00	\$ 8,400.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	\$ 1,200.00
K-9 Program (Additional K-9)	\$ 15,000.00	\$ 45,000.00	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
Lidar Portable Radar	\$ 2,500.00	\$ 15,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Mobile Police Radio's (In-Car) P25 Compliant	\$ 4,800.00	\$ 52,800.00	\$ 4,800.00	\$ 9,600.00	\$ 14,400.00	\$ 14,400.00	\$ 9,600.00
Portable Police Radio's P25 Compliant	\$ 3,900.00	\$ 93,600.00	\$ -	\$ 23,400.00	\$ 23,400.00	\$ 23,400.00	\$ 23,400.00
Mobile Video Units	\$ 5,200.00	\$ 78,000.00	\$ -	\$ -	\$ -	\$ 39,000.00	\$ 39,000.00
Body Worn Video Units	\$ 1,000.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ 30,000.00	\$ -
Communications CAD Server	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -
Radar Speed Displays (Mobile Units)	\$ 4,800.00	\$ 38,400.00	\$ -	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00	\$ 9,600.00
Vehicle Mobile Data Terminals (Laptops)	\$ 4,500.00	\$ 90,000.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ 45,000.00
Laptop Stands	\$ 1,020.00	\$ 22,440.00	\$ 10,200.00	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00	\$ 3,060.00
Property and Evidence Upgrades-Equipment	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 15,000.00	\$ -	\$ -	\$ 5,000.00
Citizens' Patrol Vehicle Graphics and Updates	\$ 4,000.00	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -
Mobile Electronic Citation Equipment	\$ 2,800.00	\$ 76,500.00	\$ 8,500.00	\$ -	\$ -	\$ 34,000.00	\$ 34,000.00
K-9 Program (Supplement K-9 Program and Emergency Response)	\$ 10,000.00	\$ 15,000.00	\$ -	\$ 5,000.00	\$ 10,000.00	\$ -	\$ -
GRAND TOTALS		\$ 1,422,340.00	\$ 233,300.00	\$ 262,660.00	\$ 252,260.00	\$ 360,260.00	\$ 313,860.00
FISCAL YEARS			FY18-19	FY19-20	FY20-21	FY21-22	FY21-22

# Park and Rec. CIP Plan

		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Facilities	Windcrest LL Baseball Fields									
	Fencing of the four fields		\$ 230,000							
	Dugouts and backstop	\$ 6,000								
	<b>Buildings at the Baseball fields and Takas Park</b>									
	Concession/Storage		\$ 90,000							
	Restrooms with all ADA requirements		\$ 80,000							
	Lighting for three fields		\$ 415,000							
	<b>Windbrook Estates Park and Playground</b>	\$ 57,000	\$ 50,000							
Entrances	<b>Walking Trails and Playground at Takas Park</b>			\$ 25,000	\$ 50,000	\$ 50,000				
	Walking Trails at between Autumn Sunset & Brook Falls Pond									
	Windrock/ Montgomery		\$ 25,000					\$ 5,000		
	Crestway/Willmon Way		\$ 3,000					\$ 5,000		
	Midcrown/Walzern			\$ 50,000					\$ 5,000	
	Windcrest/Windercrest Dr.			\$ 5,000					\$ 5,000	
	Crestway/Randolf Blvd.			\$ 5,000					\$ 5,000	
	Walzem/I35			\$ 5,000					\$ 5,000	
Ponds	Creastway from Kitty Hawk				\$ 5,000				\$ 5,000	
	Eagle Crest from Weidner Rd.				\$ 5,000				\$ 5,000	
	Windy Hollow					\$ 10,000				
	Brook Falls	\$ 128,000					\$ 10,000			
	Autumn Sunset	\$ 144,000					\$ 10,000			
	Lights for ponds Investment	\$ 46,000	\$ 91,100	\$ 91,100	\$ 91,100	\$ 91,100	\$ 46,000			
	Aerator									7,000.00
	<b>Totals</b>	<b>\$ 381,000</b>	<b>\$ 984,100</b>	<b>\$ 181,100</b>	<b>\$ 151,100</b>	<b>\$ 151,100</b>	<b>\$ 66,000</b>	<b>\$ 10,000</b>	<b>\$ 30,000</b>	<b>\$ 7,000</b>



## Civic Center CIP Plan

	Civic Center Facility	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Building and Grounds	General building improvements		\$ 5,000	\$ 25,000			\$ 25,000			\$ 25,000
	Landscaping		\$ 5,000		\$ 5,000		\$ 5,000		\$ 5,000	
Equipment	New Stove		\$ 4,000							
	New Refrigerator		\$ 3,500							
	AC Units			\$ 45,000					\$ 45,000	
	Warmer Oven		\$ 2,700							
	Ice Maker		\$ 3,500							\$ 4,000
	Freezer 17.5 cu.ft									\$ 800
	Totals	\$ -	\$ 23,700	\$ 70,000	\$ 5,000	\$ -	\$ 30,000	\$ -	\$ 50,000	\$ 29,800

Public Works CIP Plan

	PW Department	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
	<b>PW Department Building</b>									
Building	Upgrade restrooms and building improvements			\$ 10,000						
	New compressor						\$ 3,200			
	<b>Pool</b>									
	Pool Resurfacing	\$ 18,000	\$ 18,000				\$ 36,000			
	Pool fencing		\$ 3,000							\$ 10,000
	Pool Pumps			\$ 15,000						\$ 5,000
Equipment	Tiger Mower 72" deck		\$ 10,000	\$ 10,000	\$ 10,000		\$ 10,000		\$ 10,000	
	Backhoe Loader current model Yr. a 2004						\$ 98,853			
	Street Sweeper current model Yr.is a 2003			\$ 90,000						
Vehicles	F250 3/4 4 door 4X4				\$ 40,000			\$ 42,000		
	Gator 4x4 Special Work Carts				\$ 12,000	\$ 12,000		\$ 12,000		
Totals		\$ 18,000	\$ 31,000	\$ 125,000	\$ 62,000	\$ 12,000	\$ 148,053	\$ 54,000	\$ 10,000	\$ 15,000



## BOND DEBT SERVICE

City of Windcrest, Texas (General Obligation)  
General Obligation Bonds, Series 2019ADated Date 06/18/2019  
Delivery Date 06/18/2019

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	160,000	5.000%	190,126.67	350,126.67	
08/15/2020			140,400.00	140,400.00	
09/30/2020					490,526.67
02/15/2021	220,000	5.000%	140,400.00	360,400.00	
08/15/2021			134,900.00	134,900.00	
09/30/2021					495,300.00
02/15/2022	230,000	5.000%	134,900.00	364,900.00	
08/15/2022			129,150.00	129,150.00	
09/30/2022					494,050.00
02/15/2023	240,000	5.000%	129,150.00	369,150.00	
08/15/2023			123,150.00	123,150.00	
09/30/2023					492,300.00
02/15/2024	255,000	5.000%	123,150.00	378,150.00	
08/15/2024			116,775.00	116,775.00	
09/30/2024					494,925.00
02/15/2025	270,000	5.000%	116,775.00	386,775.00	
08/15/2025			110,025.00	110,025.00	
09/30/2025					496,800.00
02/15/2026	280,000	5.000%	110,025.00	390,025.00	
08/15/2026			103,025.00	103,025.00	
09/30/2026					493,050.00
02/15/2027	295,000	5.000%	103,025.00	398,025.00	
08/15/2027			95,650.00	95,650.00	
09/30/2027					493,675.00
02/15/2028	310,000	5.000%	95,650.00	405,650.00	
08/15/2028			87,900.00	87,900.00	
09/30/2028					493,550.00
02/15/2029	325,000	4.000%	87,900.00	412,900.00	
08/15/2029			81,400.00	81,400.00	
09/30/2029					494,300.00
02/15/2030	340,000	4.000%	81,400.00	421,400.00	
08/15/2030			74,600.00	74,600.00	
09/30/2030					496,000.00
02/15/2031	350,000	4.000%	74,600.00	424,600.00	
08/15/2031			67,600.00	67,600.00	
09/30/2031					492,200.00
02/15/2032	365,000	4.000%	67,600.00	432,600.00	
08/15/2032			60,300.00	60,300.00	
09/30/2032					492,900.00
02/15/2033	380,000	4.000%	60,300.00	440,300.00	
08/15/2033			52,700.00	52,700.00	
09/30/2033					493,000.00
02/15/2034	395,000	4.000%	52,700.00	447,700.00	
08/15/2034			44,800.00	44,800.00	
09/30/2034					492,500.00
02/15/2035	415,000	4.000%	44,800.00	459,800.00	
08/15/2035			36,500.00	36,500.00	
09/30/2035					496,300.00
02/15/2036	430,000	4.000%	36,500.00	466,500.00	
08/15/2036			27,900.00	27,900.00	
09/30/2036					494,400.00



## BOND DEBT SERVICE

City of Windcrest, Texas (General Obligation)  
General Obligation Bonds, Series 2019A

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2037	445,000	4.000%	27,900.00	472,900.00	491,900.00
08/15/2037			19,000.00	19,000.00	
09/30/2037					
02/15/2038	465,000	4.000%	19,000.00	484,000.00	493,700.00
08/15/2038			9,700.00	9,700.00	
09/30/2038					
02/15/2039	485,000	4.000%	9,700.00	494,700.00	494,700.00
09/30/2039					
	6,655,000		3,221,076.67	9,876,076.67	9,876,076.67



## BOND DEBT SERVICE

City of Windcrest, Texas (General Obligation)  
General Obligation Bonds, Series 2019BDated Date 06/18/2019  
Delivery Date 06/18/2019

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2020	70,000	5.000%	53,785.83	123,785.83	162,885.83
08/15/2020			39,100.00	39,100.00	
09/30/2020					
02/15/2021	90,000	5.000%	39,100.00	129,100.00	165,950.00
08/15/2021			36,850.00	36,850.00	
09/30/2021					
02/15/2022	95,000	5.000%	36,850.00	131,850.00	166,325.00
08/15/2022			34,475.00	34,475.00	
09/30/2022					
02/15/2023	100,000	5.000%	34,475.00	134,475.00	166,450.00
08/15/2023			31,975.00	31,975.00	
09/30/2023					
02/15/2024	105,000	5.000%	31,975.00	136,975.00	166,325.00
08/15/2024			29,350.00	29,350.00	
09/30/2024					
02/15/2025	110,000	5.000%	29,350.00	139,350.00	165,950.00
08/15/2025			26,600.00	26,600.00	
09/30/2025					
02/15/2026	115,000	5.000%	26,600.00	141,600.00	165,325.00
08/15/2026			23,725.00	23,725.00	
09/30/2026					
02/15/2027	120,000	5.000%	23,725.00	143,725.00	164,450.00
08/15/2027			20,725.00	20,725.00	
09/30/2027					
02/15/2028	125,000	5.000%	20,725.00	145,725.00	163,325.00
08/15/2028			17,600.00	17,600.00	
09/30/2028					
02/15/2029	130,000	4.000%	17,600.00	147,600.00	162,600.00
08/15/2029			15,000.00	15,000.00	
09/30/2029					
02/15/2030	140,000	4.000%	15,000.00	155,000.00	167,200.00
08/15/2030			12,200.00	12,200.00	
09/30/2030					
02/15/2031	145,000	4.000%	12,200.00	157,200.00	166,500.00
08/15/2031			9,300.00	9,300.00	
09/30/2031					
02/15/2032	150,000	4.000%	9,300.00	159,300.00	165,600.00
08/15/2032			6,300.00	6,300.00	
09/30/2032					
02/15/2033	155,000	4.000%	6,300.00	161,300.00	164,500.00
08/15/2033			3,200.00	3,200.00	
09/30/2033					
02/15/2034	160,000	4.000%	3,200.00	163,200.00	163,200.00
09/30/2034					
	1,810,000		666,585.83	2,476,585.83	2,476,585.83



## **FUND: 02 GARBAGE FUND**

Garbage Fund is an enterprise fund that tracks revenue and expenditures for the City's solid waste function and is managed by the Finance Department. The City maintains one type of proprietary fund. Enterprise funds are used to report the same functions presented as a business-type activity in the government-wide financial statements. The City uses an enterprise fund to account for its garbage utility operations.

The Garbage Department serves the consumers by providing sanitation services to all residents and businesses within the City of Windcrest. In the City of Windcrest, residential customers are billed twice a year (April and October), and commercial customers receive a monthly billing.

Currently the sanitation services are provided by Allied Waste Services.

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

02 -GARBAGE FUND  
REVENUES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
BEGINNING FUND BALANCE	( 121,007)	( 177,409)	( 279,930)	( 285,376)	( 285,376)	( 285,376)	( 120,942)	( 120,942)
FUND BALANCE ACTIVITY	0	0	0	0	0	0		
4101 INCOME-COMMERCIAL	416,217	432,538	496,067	531,523	598,528	653,100	653,100	653,100
4105 INCOME-RESIDENTIAL	380,568	440,527	461,381	621,000	562,194	615,536	621,000	621,000
4107 INCOME-RECYCLING	0	0	0	0	0	0	0	0
4110 INCOME-LATE CHARGE	30,844	24,463	19,113	29,000	36,275	60,881	29,000	29,000
4115 INCOME-INTEREST	2	79	288	150	431	438	150	150
4130 INCOME - MISCELLANEOUS	<u>0</u>	<u>3,685</u>	<u>( 1,261)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>827,631</u>	<u>901,291</u>	<u>975,589</u>	<u>1,181,673</u>	<u>1,197,428</u>	<u>1,329,955</u>	<u>1,303,250</u>	<u>1,303,250</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

02 -GARBAGE FUND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

		(----- 2018-2019 -----) (----- 2019-2020 -----)						
		2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED
		ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET
								APPROVED
								BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-010	EXPENSES-COMMERCIAL	400,404	395,874	443,980	426,000	534,011	503,303	552,000
500-020	EXPENSES-RESIDENTIAL	469,040	484,831	501,324	494,000	514,353	509,718	528,000
500-030	EXPENSES-ADMINISTRATIVE	0	0	0	0	0	0	0
500-040	EXPENSES-BAD DEBT	0	107,583	17,265	0	0	0	0
500-050	EXPENSES-MED.WASTE & CLEAN UP	0	0	0	0	0	0	0
TOTAL SALARIES & BENEFITS		869,443	988,288	962,570	920,000	1,048,364	1,013,021	1,080,000
<u>OTHER EXPENSES</u>								
500-420	SUPPLIES	0	0	0	0	156	0	0
500-590	POSTAGE	0	3,144	2,826	3,500	3,515	2,500	3,500
500-591	EXPENSE - ALLY REPAIR	14,590	12,380	15,640	20,000	24,478	20,000	20,000
500-592	EXPENSES - ADDITIONAL CITY SER	0	0	0	5,000	0	5,000	5,000
TOTAL OTHER EXPENSES		14,590	15,524	18,465	28,500	28,149	27,500	28,500
<u>OTHER INCOME/EXPENSES</u>								
500-900	EXPENSES-TRANSFER GENERAL FUND	0	0	0	125,000	125,000	125,000	125,000
TOTAL OTHER INCOME/EXPENSES		0	0	0	125,000	125,000	125,000	125,000
TOTAL 00-GENERAL EXPENDITURES		884,033	1,003,812	981,035	1,073,500	1,201,513	1,165,521	1,233,500
		=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES		884,033	1,003,812	981,035	1,073,500	1,201,513	1,165,521	1,233,500
		=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/(UNDER) EXPENDITURES		( 56,402)	( 102,521)	( 5,446)	108,173	( 4,086)	164,435	69,750
		=====	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND BALANCE		( 177,409)	( 279,930)	( 285,376)	( 177,203)	( 289,462)	( 120,942)	( 51,192)
		=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*





## **SPECIAL REVENUE FUNDS**

Special Revenue Funds are used to account for specific revenues where expenditures are legally restricted for particular purposes. Funds included in the Special Revenue Funds category that are non-major are described below.

**Fund 04, Asset Seizure Fund (Federal)**-used to account for revenues provided by police seizure restricted by the Federal government to provide crime prevention and detection.

**Fund 05, County Fire Contribution Fund**-used to account for funds provided by Bexar County to offset expenditures incurred in providing fire protection outside the City limits.

**Fund 06, School Crossing Guard**-used to account for revenues restricted by the State to provide for school crossing guard and maintenance of school zones.

**Fund 08, Police Donations Fund**-used to account for donations provided for police protection within the City.

**Fund 09, Asset Seizure Fund (State)**-used to account for revenues provided by police seizure restricted by the State government to provide crime prevention and detection.

**Fund 10, Police Education Training Fund**-used to account for L.E.O.S.E. funds received from the State to be used for police education and training.

**Fund 13, EDC Fund** - Economic Development Corporation

**Fund 14, Court Technology Fund**-used to account for fees assessed for the purpose of improving technology.

**Fund 15, Court Building Security Fund**-used to account for fees assessed for providing security to City facilities.



**Fund16, Hotel/Motel Tax Fund-** used to account for hotel occupancy taxes. These taxes may be used only to promote tourism and the convention and hotel industry.

**Fund18, Windcrest Crime Control and Prevention District**

**Fund 19, Capital Projects Streets Fund-** used to account for any street repairs and maintenance.

**Fund 20, Public, Education& Gov. Fund**

**Fund 21, Series 2019 A-**used for the purpose of constructing and improving streets, sidewalks and related drainage improvements within the City, including but not limited to Midcrown Drive, Crestway Drive and Eaglecrest Boulevard; and to pay costs of issuance of the Series A Bonds.

**Fund 22, Series 2019 B-** used for the purpose of acquiring fire trucks and capital equipment for the fire department; and to pay costs of issuance of the Series B Bond

**No longer in operation:**

- Dare Fund
- Friends to Animal Control
- Roosevelt Scholarship

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		3,594	1,017	504	488	488	488	493	493
FUND BALANCE ACTIVITY		0	0	0	0	0	0		
4101	INCOME-COURT FORFEITED PR	0	0	0	0	0	0	0	0
4105	INCOME-ABAND/SEIZED PROP	0	0	0	0	0	0	0	0
4115	INCOME-INTEREST	<u>0</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>6</u>	<u>5</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES		<u>0</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>6</u>	<u>5</u>	<u>0</u>	<u>0</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

04 -ASSET SEIZ FUND- FEDERAL

00-GENERAL EXPENDITURES

DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(-----	2018-2019	-----)	(-----	2019-2020	-----)
	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>SALARIES &amp; BENEFITS</u>									
500-050 MISCELLANEOUS	<u>1,500</u>	<u>0</u>	<u>20</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL SALARIES & BENEFITS	1,500	0	20	0	0	0	0	0	
<u>CAPITAL EXPENSES</u>									
500-800 CAPITAL EXPENDITURES	<u>1,077</u>	<u>514</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL EXPENSES	1,077	514	0	0	0	0	0	0	
TOTAL 00-GENERAL EXPENDITURES	<u>2,577</u>	<u>514</u>	<u>20</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
TOTAL EXPENDITURES	<u>2,577</u>	<u>514</u>	<u>20</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
REVENUE OVER/ (UNDER) EXPENDITURES	( 2,577)	( 513)	( 16)	0	6	5	0	0	
	=====	=====	=====	=====	=====	=====	=====	=====	
PROJECTED ENDING FUND BALANCE	<u>1,017</u>	<u>504</u>	<u>488</u>	<u>488</u>	<u>494</u>	<u>493</u>	<u>493</u>	<u>493</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	

\*\*\* END OF REPORT \*\*\*

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		919	919	919	16,819	16,819	16,819	14,819	14,819
FUND BALANCE ACTIVITY		0	0	0	0	0	0		
4101	INCOME-BEXAR COUNTY	0	0	0	0	0	0	0	0
4105	INCOME - OTHER	0	0	18,450	0	6,676	0	0	0
4115	INCOME-INTEREST	0	0	0	0	0	0	0	0
4120	GRANT PROCEEDS - FIRE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES		<u>0</u>	<u>0</u>	<u>18,450</u>	<u>0</u>	<u>6,676</u>	<u>0</u>	<u>0</u>	<u>0</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

05 -COUNTY FIRE CONTRIBUTION  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET
							APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>							
500-010 FIRE SUPPLIES	0	0	17	0	1,301	1,500	0
500-050 MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>2,533</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>
TOTAL SALARIES & BENEFITS	0	0	2,550	0	1,801	2,000	0
<u>OTHER EXPENSES</u>							
500-431 EMPLOYEE APPRECIATION LUNCHEON	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES	0	0	0	0	0	0	0
<u>CAPITAL EXPENSES</u>							
500-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	0	0	2,550	0	1,801	2,000	0
	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	0	0	2,550	0	1,801	2,000	0
	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	15,901	0	4,875	( 2,000)	0
	=====	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND BALANCE	919	919	16,819	16,819	21,694	14,819	14,819
	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

06 -SCHOOL CROSSING GUARD  
REVENUES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
BEGINNING FUND BALANCE	38,327	44,616	46,632	48,012	48,012	48,012	42,500	42,500
FUND BALANCE ACTIVITY	0	0	0	0	0	0		
4101 INCOME-BEXAR COUNTY	6,377	6,751	6,238	6,237	6,439	6,237	6,237	6,237
4115 INCOME-INTEREST	566	43	790	100	233	251	100	100
4310 SCHOOL ZONE FINES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>6,943</u> =====	<u>6,794</u> =====	<u>7,028</u> =====	<u>6,337</u> =====	<u>6,673</u> =====	<u>6,488</u> =====	<u>6,337</u> =====	<u>6,337</u> =====

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

06 -SCHOOL CROSSING GUARD

00-GENERAL EXPENDITURES

DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(-----	2018-2019	-----)	(-----	2019-2020	-----)
	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>SALARIES &amp; BENEFITS</u>									
500-010 DARE PROGRAM	0	0	0	0	0	0	0	0	
500-020 SAFETY EQUIPMENT	65	0	0	0	0	0	0	0	
500-030 STREET MAINTENANCE	0	0	0	0	0	0	0	0	
500-050 MISCELLANEOUS	<u>129</u>	<u>4,777</u>	<u>5,648</u>	<u>4,000</u>	<u>1,700</u>	<u>2,000</u>	<u>4,000</u>	<u>4,000</u>	
TOTAL SALARIES & BENEFITS	194	4,777	5,648	4,000	1,700	2,000	4,000	4,000	
<u>CAPITAL EXPENSES</u>									
500-800 CAPITAL EXPENDITURES	<u>460</u>	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>4,150</u>	<u>10,000</u>	<u>20,000</u>	<u>20,000</u>	
TOTAL CAPITAL EXPENSES	460	0	0	20,000	4,150	10,000	20,000	20,000	
TOTAL 00-GENERAL EXPENDITURES	<u>654</u>	<u>4,777</u>	<u>5,648</u>	<u>24,000</u>	<u>5,850</u>	<u>12,000</u>	<u>24,000</u>	<u>24,000</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
TOTAL EXPENDITURES	<u>654</u>	<u>4,777</u>	<u>5,648</u>	<u>24,000</u>	<u>5,850</u>	<u>12,000</u>	<u>24,000</u>	<u>24,000</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
REVENUE OVER/(UNDER) EXPENDITURES	<u>6,289</u>	<u>2,016</u>	<u>1,380</u>	<u>( 17,663)</u>	<u>823</u>	<u>( 5,512)</u>	<u>( 17,663)</u>	<u>( 17,663)</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
PROJECTED ENDING FUND BALANCE	<u>44,616</u>	<u>46,632</u>	<u>48,012</u>	<u>30,349</u>	<u>48,835</u>	<u>42,500</u>	<u>24,837</u>	<u>24,837</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	

\*\*\* END OF REPORT \*\*\*



		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		1,353	2,219	5,586	1,821	1,821	1,821	1,060	1,060
FUND BALANCE ACTIVITY		0	0	0	0	0	0		
4101	INCOME-POLICE DONATIONS	4,095	4,375	2,224	2,500	1,150	1,000	2,500	2,500
4102	INCOME-WINDCREST PROUD	0	0	0	0	0	0	0	0
4106	INCOME-SWIM TEAM DONATIONS	0	0	0	0	0	0	0	0
4115	INCOME-INTEREST	0	10	36	20	33	39	20	20
TOTAL REVENUES		4,095	4,385	2,260	2,520	1,183	1,039	2,520	2,520

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

08 -POLICE DONATIONS ACCOUNT

00-GENERAL EXPENDITURES

DEPARTMENT EXPENSES

	2015-2016	2016-2017	2017-2018	(-----) 2018-2019 (-----)	(-----) 2019-2020 (-----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-010 MISCELLANEOUS EXPENSES	<u>2,595</u>	<u>1,633</u>	<u>5,715</u>	<u>2,000</u>	<u>1,008</u>	<u>1,500</u>	<u>2,000</u>	<u>2,000</u>
TOTAL SALARIES & BENEFITS	2,595	1,633	5,715	2,000	1,008	1,500	2,000	2,000
<u>OTHER EXPENSES</u>								
500-431 EMPLOYEE APPRECIATION LUNCHEON	<u>0</u>	<u>0</u>	<u>309</u>	<u>500</u>	<u>77</u>	<u>300</u>	<u>500</u>	<u>500</u>
TOTAL OTHER EXPENSES	0	0	309	500	77	300	500	500
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	<u>635</u>	<u>( 615)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES	635	( 615)	0	0	0	0	0	0
 TOTAL 00-GENERAL EXPENDITURES	 <u>3,230</u> =====	 <u>1,018</u> =====	 <u>6,024</u> =====	 <u>2,500</u> =====	 <u>1,085</u> =====	 <u>1,800</u> =====	 <u>2,500</u> =====	 <u>2,500</u> =====
 TOTAL EXPENDITURES	 <u>3,230</u> =====	 <u>1,018</u> =====	 <u>6,024</u> =====	 <u>2,500</u> =====	 <u>1,085</u> =====	 <u>1,800</u> =====	 <u>2,500</u> =====	 <u>2,500</u> =====
REVENUE OVER/(UNDER) EXPENDITURES	<u>865</u> =====	<u>3,367</u> =====	<u>( 3,765)</u> =====	<u>20</u> =====	<u>99</u> =====	<u>( 761)</u> =====	<u>20</u> =====	<u>20</u> =====
PROJECTED ENDING FUND BALANCE	<u>2,219</u> =====	<u>5,586</u> =====	<u>1,821</u> =====	<u>1,841</u> =====	<u>1,920</u> =====	<u>1,060</u> =====	<u>1,080</u> =====	<u>1,080</u> =====

\*\*\* END OF REPORT \*\*\*

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)		
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET
								APPROVED BUDGET
BEGINNING FUND BALANCE		1,222	842	5,811	2,892	2,892	2,892	2,898
FUND BALANCE ACTIVITY		0	0	0	0	0	0	0
4101	INCOME-COURT FORFEITED PR	0	0	0	0	0	0	0
4105	INCOME-ABAND/SEIZED PROP	0	5,348	0	1,000	0	0	1,000
4115	INCOME-INTEREST	<u>0</u>	<u>1</u>	<u>4</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>0</u>
TOTAL REVENUES		0	5,349	4	1,000	6	6	1,000

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

09 -ASSET SEIZURE FUND- STATE  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-050 MISCELLANEOUS	<u>0</u>	<u>0</u>	<u>2,923</u>	<u>600</u>	<u>0</u>	<u>0</u>	<u>600</u>	<u>600</u>
TOTAL SALARIES & BENEFITS	0	0	2,923	600	0	0	600	600
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	<u>380</u>	<u>380</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES	380	380	0	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	380	380	2,923	600	0	0	600	600
	=====	=====	=====	=====	=====	=====	=====	=====
TOTAL EXPENDITURES	380	380	2,923	600	0	0	600	600
	=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES	( 380)	4,969	( 2,919)	400	6	6	400	400
	=====	=====	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND BALANCE	842	5,811	2,892	3,292	2,898	2,898	3,298	3,298
	=====	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		1,813	2,656	2,371	2,340	2,340	2,340	2,413	2,413
FUND BALANCE ACTIVITY		0	0	0	0	0	0		
4101	INCOME-LEOSE	2,194	0	0	0	2,511	2,511	0	0
4105	INCOME- OTHER	0	0	2,543	1,000	0	0	1,000	1,000
4115	INCOME-INTEREST	<u>0</u>	<u>3</u>	<u>33</u>	<u>0</u>	<u>62</u>	<u>62</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES		<u>2,194</u>	<u>3</u>	<u>2,575</u>	<u>1,000</u>	<u>2,573</u>	<u>2,573</u>	<u>1,000</u>	<u>1,000</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

10 -POLICE EDUCATION TRAINING  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

DEPARTMENT EXPENSES				(-----	2018-2019	-----)	(-----	2019-2020	-----)
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED	
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	
<u>SALARIES &amp; BENEFITS</u>									
500-050 EDUCATION/TRAINING	<u>1,352</u>	<u>288</u>	<u>2,606</u>	<u>1,000</u>	<u>1,366</u>	<u>2,500</u>	<u>1,000</u>	<u>1,000</u>	
TOTAL SALARIES & BENEFITS	1,352	288	2,606	1,000	1,366	2,500	1,000	1,000	
<u>CAPITAL EXPENSES</u>									
500-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0	
TOTAL 00-GENERAL EXPENDITURES	<u>1,352</u>	<u>288</u>	<u>2,606</u>	<u>1,000</u>	<u>1,366</u>	<u>2,500</u>	<u>1,000</u>	<u>1,000</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
TOTAL EXPENDITURES	<u>1,352</u>	<u>288</u>	<u>2,606</u>	<u>1,000</u>	<u>1,366</u>	<u>2,500</u>	<u>1,000</u>	<u>1,000</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
REVENUE OVER/ (UNDER) EXPENDITURES	<u>843</u>	( <u>285</u> )	( <u>31</u> )	<u>0</u>	<u>1,207</u>	<u>73</u>	<u>0</u>	<u>0</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	
PROJECTED ENDING FUND BALANCE	<u>2,656</u>	<u>2,371</u>	<u>2,340</u>	<u>2,340</u>	<u>3,547</u>	<u>2,413</u>	<u>2,413</u>	<u>2,413</u>	
	=====	=====	=====	=====	=====	=====	=====	=====	

\*\*\* END OF REPORT \*\*\*

11 -ROOSEVELT SCHOLARSHIP FND  
REVENUES

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

11 -ROOSEVELT SCHOLARSHIP FND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-050 EXPENDITURES-MISCELLANEOUS	0	0	4,132	0	0	0	0	0
500-060 MISC-SETUP 501.c3	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES & BENEFITS	0	0	4,132	0	0	0	0	0
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>4,132</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>4,132</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>12</u>	<u>( 4,102)</u>	<u>0</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>
PROJECTED ENDING FUND BALANCE	<u>4,094</u>	<u>4,106</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>8</u>	<u>8</u>	<u>8</u>

\*\*\* END OF REPORT \*\*\*



		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		112,723	411,751	218,774	568,048	568,048	568,048	971,302	971,302
FUND BALANCE ACTIVITY		0	( 27,771)	0	0	0	0		
4105	INCOME - OTHER	30,000	0	2,500	0	20	100	0	0
4110	INCOME - OTHER (HOT)	0	0	0	0	0	0	0	0
4111	INCOME - OTHER (GEN.FUND)	0	( 4,958)	0	0	0	0	0	0
4112	INCOME-WALZEM RD GRANT	0	0	0	0	0	0	0	0
4113	INCOME-CORPORATE DONATIONS	0	0	0	0	0	0	0	0
4115	SALES TAX (.25)	571,747	522,082	571,339	510,000	455,827	619,316	554,000	554,000
4301	INTEREST	385	1,121	4,901	300	12,518	10,488	2,000	2,000
4900	PROCEEDS FROM CAPITAL LEASE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES		<u>602,131</u>	<u>518,246</u>	<u>578,740</u>	<u>510,300</u>	<u>468,365</u>	<u>629,904</u>	<u>556,000</u>	<u>556,000</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

13 -ECONOMIC DEVELOPMENT CORP  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

DEPARTMENT EXPENSES		(----- 2018-2019 -----) (----- 2019-2020 -----)							
		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>									
500-009	SALARIES - EDC	6,117	74,476	35,891	46,592	21,723	20,247	37,000	37,000
500-010	ADMINISTRATIVE EXPENSES	0	0	0	0	0	0	1,000	1,000
500-011	EDC LONGEVITY	0	0	0	0	0	0	0	0
500-013	STIPEND	0	650	1,483	0	0	0	0	0
500-018	EDC EDUCATION PAY	0	0	0	0	0	0	0	0
500-020	EDC OVERTIME	0	0	0	2,000	0	0	2,000	2,000
500-030	SOCIAL SECURITY-EDC	351	2,967	2,893	3,764	1,640	1,500	4,000	4,000
500-040	HEALTH INSURANCE-EDC	0	0	8,319	8,694	7,748	8,445	8,800	9,064
500-050	RETIREMENT-EDC	0	1,110	2,948	4,029	1,691	1,700	4,400	4,400
500-060	WORKERS COMPENSATION-EDC	0	500	500	1,000	1,000	1,000	1,100	1,100
500-070	UNEMPLOYMENT COMPENSATION	0	1,690	187	500	136	500	500	500
500-080	CONTRACT LABOR	57,938	0	51,790	72,867	61,820	60,000	162,000	162,000
500-095	TERMINATION PAYOUT	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL SALARIES & BENEFITS		64,406	81,394	104,011	139,446	95,758	93,392	220,800	221,064
<u>OTHER EXPENSES</u>									
500-100	PUBLIC RELATION FEES-GENERAL	0	0	0	10,000	50	2,000	15,000	15,000
500-115	MOBILE TELEPHONE	31	31	0	1,200	332	500	600	600
500-120	DUES & SUBSCRIPTIONS	3,163	1,636	2,444	1,500	192	1,500	500	500
500-130	TRAINING	3,219	4,360	4,265	7,000	1,808	4,000	7,000	7,000
500-132	TRAVEL	10,153	7,438	6,745	18,000	35	5,000	10,000	10,000
500-135	MEALS & ENTERTAINMENT	5,983	4,965	1,459	7,000	627	3,000	5,000	5,000
500-200	COMPUTER MAINTENANCE	1,954	731	20	4,000	43	2,000	4,000	4,000
500-201	WEBSITE MAINTENANCE	555	172	1,170	2,000	6,532	7,000	2,000	2,000
500-205	REPAIRS & MAINT OF BUILDING	208	0	0	1,000	93	0	1,000	1,000
500-250	LEGAL EXPENSES	22,105	46,606	76,534	50,000	39,546	50,000	50,000	50,000
500-290	AUDIT	3,500	3,093	7,000	7,000	4,300	4,300	6,000	6,000
500-325	SALES TAX COLLECTION SERVICES	0	0	1,526	1,600	0	1,600	1,800	1,800
500-430	SUPPLIES	1,123	2,692	6,386	4,000	2,454	4,000	4,000	4,000
500-440	ELECTION EXPENSES	0	0	0	0	0	0	0	0
500-510	VEHICLE EXPENSE-EDC	0	72	263	1,000	81	500	1,000	1,000
500-515	HEALTH EXPENSE ALLOW-DIRECTOR	0	( 585)	0	0	0	0	0	0
500-520	MOVING EXPENSE-DIRECTOR	0	0	0	0	0	0	0	0
500-540	VEHICLE FUEL	197	226	469	1,000	57	500	1,000	1,000
500-590	POSTAGE	39	0	52	500	110	250	500	500
500-630	LEGAL ADVERTISING	0	0	792	0	0	0	0	0
500-640	COPIER USAGE	0	0	0	0	0	0	1,200	1,200
500-650	WALZEM RD GRANT EXPENSES	0	0	0	0	0	0	0	0
500-700	CONTINGENCIES	2,377	1,310	2,380	4,000	267	1,000	2,500	2,500
500-750	EDC PROJECTS	0	0	0	43,000	4,571	3,000	111,000	111,000
500-751	PROMOTING WINDCREST	0	0	0	45,000	14,260	9,000	71,000	71,000
500-752	SERVICES AGREEMENT GEN. FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES		54,606	72,746	111,505	208,800	135,358	99,150	295,100	295,100

500-201 WEBSITE MAINTENANCE PERMANENT NOTES:  
AT&T DATA CHARGE

CAPITAL EXPENSES

[illegible]

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

13 -ECONOMIC DEVELOPMENT CORP  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>TRANSFERS</u>								
900-500 TRANSFER TO GEN. FUND	<u>23,000</u>	<u>23,000</u>	<u>0</u>	<u>34,109</u>	<u>0</u>	<u>34,109</u>	<u>40,000</u>	<u>40,000</u>
TOTAL TRANSFERS	23,000	23,000	0	34,109	0	34,109	40,000	40,000
TOTAL EXPENDITURES	303,103 =====	683,452 =====	229,466 =====	382,354 =====	231,116 =====	226,651 =====	555,900 =====	556,164 =====
REVENUE OVER/(UNDER) EXPENDITURES	299,028 =====	( 165,206) =====	349,274 =====	127,946 =====	237,249 =====	403,253 =====	100 =====	( 164) =====
PROJECTED ENDING FUND BALANCE	411,751 =====	218,774 =====	568,048 =====	695,994 =====	805,297 =====	971,302 =====	971,402 =====	971,138 =====

\*\*\* END OF REPORT \*\*\*

## AS OF: SEPTEMBER 30TH, 2019

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)		
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET
								APPROVED BUDGET
BEGINNING FUND BALANCE		74,540	86,266	73,353	21,669	21,669	21,669	32,697
FUND BALANCE ACTIVITY		0	0	0	0	0	0	32,697
4101	INCOME-COURT TECHNOLOGY FEES	17,895	16,664	11,863	15,500	13,732	15,403	15,500
4115	INCOME - INTEREST	<u>4</u>	<u>122</u>	<u>452</u>	<u>177</u>	<u>345</u>	<u>250</u>	<u>177</u>
TOTAL REVENUES		<u>17,898</u>	<u>16,793</u>	<u>12,316</u>	<u>15,677</u>	<u>14,077</u>	<u>15,653</u>	<u>15,677</u>

DEPARTMENT EXPENSES			2018-2019 (-----) (----- 2019-2020 -----)					
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-050 MISCELLANEOUS	0	0	0	4,625	829	4,625	4,625	4,625
TOTAL SALARIES & BENEFITS	0	0	0	4,625	829	4,625	4,625	4,625
500-050 MISCELLANEOUS	PERMANENT NOTES: Maintenance fee E-citation							
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	6,172	29,706	64,000	0	0	0	0	0
TOTAL CAPITAL EXPENSES	6,172	29,706	64,000	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	6,172	29,706	64,000	4,625	829	4,625	4,625	4,625

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

14 -COURT TECHNOLOGY FUND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>TRANSFERS</u>								
900-501 TRANSFER TO GEN. FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	<u>6,172</u>	<u>29,706</u>	<u>64,000</u>	<u>4,625</u>	<u>829</u>	<u>4,625</u>	<u>4,625</u>	<u>4,625</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>11,726</u>	<u>( 12,913)</u>	<u>( 51,684)</u>	<u>11,052</u>	<u>13,247</u>	<u>11,028</u>	<u>11,052</u>	<u>11,052</u>
PROJECTED ENDING FUND BALANCE	<u>86,266</u>	<u>73,353</u>	<u>21,669</u>	<u>32,721</u>	<u>34,916</u>	<u>32,697</u>	<u>43,749</u>	<u>43,749</u>

\*\*\* END OF REPORT \*\*\*

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

15 -COURT BLDG. SECURITY FUND  
REVENUES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
BEGINNING FUND BALANCE	14,288	27,709	40,213	43,771	43,771	43,771	52,836	52,836
FUND BALANCE ACTIVITY	0	0	0	0	0	0		
4101 INCOME-COURT BLDG SECURITY FEE	13,421	12,501	8,897	11,556	10,267	11,556	11,556	11,556
4115 INCOME - INTEREST	0	2	8	3	12	10	3	3
4120 TRANSFER FROM GENERAL FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>13,421</u> =====	<u>12,503</u> =====	<u>8,905</u> =====	<u>11,559</u> =====	<u>10,279</u> =====	<u>11,566</u> =====	<u>11,559</u> =====	<u>11,559</u> =====



DEPARTMENT EXPENSES

DEPARTMENT EXPENSES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 REQUESTED BUDGET	APPROVED BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-050 MISCELLANEOUS	0	0	5,347	0	2,450	2,500	0	0
TOTAL SALARIES & BENEFITS	0	0	5,347	0	2,450	2,500	0	0
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENSES	0	0	0	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	0	0	5,347	0	2,450	2,500	0	0

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

15 -COURT BLDG. SECURITY FUND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>TRANSFERS</u>								
900-500 TRANSFER TO GENERAL FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	0	0	5,347	0	2,450	2,500	0	0
REVENUE OVER/(UNDER) EXPENDITURES	13,421	12,503	3,558	11,559	7,829	9,066	11,559	11,559
PROJECTED ENDING FUND BALANCE	27,709	40,213	43,771	55,330	51,599	52,836	64,395	64,395

\*\*\* END OF REPORT \*\*\*

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

16 -HOTEL/MOTEL TAX FUND  
REVENUES

	2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE	10,408	18,148	13,241	128,352	128,352	128,352	156,723	156,723
FUND BALANCE ACTIVITY	0	0	0	0	0	0		
4101 INCOME-HOT	147,727	116,871	260,194	276,000	256,446	294,687	294,687	294,687
4105 INCOME-OTHER	0	0	0	0	0	0	0	0
4115 INCOME-INTEREST	<u>14</u>	<u>370</u>	<u>1,694</u>	<u>350</u>	<u>3,740</u>	<u>3,685</u>	<u>350</u>	<u>350</u>
TOTAL REVENUES	<u>147,740</u>	<u>117,241</u>	<u>261,888</u>	<u>276,350</u>	<u>260,186</u>	<u>298,371</u>	<u>295,037</u>	<u>295,037</u>

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CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

16 -HOTEL/MOTEL TAX FUND

00-GENERAL EXPENDITURES

DEPARTMENT EXPENSES

DEPARTMENT EXPENSES			(----- 2018-2019 -----) (----- 2019-2020 -----)						
		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TRANSFERS</u>									
900-500	TRANSFER TO TAX NOTES FUND	0	0	0	0	0	0	0	0
900-501	TRANSFER TO GENERAL FUND	140,000	122,148	146,777	165,000	180,000	270,000	270,000	270,000
900-502	TRANSFER TO EDC FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS		140,000	122,148	146,777	165,000	180,000	270,000	270,000	270,000
900-501	TRANSFER TO GENERAL FUND	PERMANENT NOTES: Civic Center Subsidy							
TOTAL EXPENDITURES		140,000	122,148	146,777	165,000	180,000	270,000	270,000	270,000
		=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES		7,740	( 4,907)	115,111	111,350	80,186	28,371	25,037	25,037
		=====	=====	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND BALANCE		18,148	13,241	128,352	239,702	208,538	156,723	181,760	181,760
		=====	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*

17 -DEBT SERVICE  
REVENUES

DEPARTMENT EXPENSES			2018-2019		2019-2020			
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>OTHER EXPENSES</u>								
500-211 GO SERIES 2019 A PRINCIPAL EXP	0	0	0	0	0	0	160,000	160,000
500-212 GO SERIES 2019 A INTEREST EXP.	0	0	0	0	0	0	330,527	330,527
500-213 GO SERIES 2019 B PRINCIPAL EXP	0	0	0	0	0	0	70,000	70,000
500-214 GO SERIES 2019 B INTEREST EXP	0	0	0	0	0	0	92,886	92,886
500-351 GO SERIES 2019 A ISSUANCE COST	0	0	0	0	0	0	0	0
500-352 GO SERIES 2019 B ISSUANCE COST	0	0	0	0	0	0	0	0
500-400 PAY AGENT/REGISTRAR FEES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES	0	0	0	0	0	0	653,413	653,413
TOTAL 00-GENERAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>653,413</u>	<u>653,413</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

17 -DEBT SERVICE  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

DEPARTMENT EXPENSES		(----- 2018-2019 -----) (----- 2019-2020 -----)							
		2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>TRANSFERS</u>									
900-100	TRANSFER FROM HOT FUND	0	0	0	0	0	0	0	0
900-200	TRANSFER FROM STREET FUND	0	0	0	0	0	0	0	0
900-300	TRANFSER FROM GENERAL FUND	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS		0	0	0	0	0	0	0	0
TOTAL EXPENDITURES		0	0	0	0	0	0	653,413	653,413
		=====	=====	=====	=====	=====	=====	=====	=====
REVENUE OVER/ (UNDER) EXPENDITURES		0	0	0	0	0	0	5,004	5,004
		=====	=====	=====	=====	=====	=====	=====	=====
PROJECTED ENDING FUND BALANCE		440	440	440	440	440	440	5,444	5,444
		=====	=====	=====	=====	=====	=====	=====	=====

\*\*\* END OF REPORT \*\*\*



CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

18 -WCC&PD FUND  
REVENUES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- 2018-2019 -----) CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	(----- 2019-2020 -----) REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE	358,768	697,837	608,852	631,607	631,607	631,607	461,928	461,928
FUND BALANCE ACTIVITY	( 2,209)	( 27,762)	0	0	0	0		
4101 INCOME - SALES TAX	773,140	732,142	763,428	691,922	600,467	770,712	691,922	691,922
4102 INCOME-K9 DONATIONS	0	0	0	0	0	0	0	0
4105 INCOME - OTHER	0	1,909	0	0	0	0	0	0
4115 INCOME - INTEREST	44	1,846	6,701	3,000	9,490	10,082	3,000	3,000
4120 PROCEEDS FROM GUN SALES	0	0	0	0	0	0	0	0
4900 PROCEEDS FROM CAPITAL LEASE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>773,184</u>	<u>735,896</u>	<u>770,129</u>	<u>694,922</u>	<u>609,957</u>	<u>780,794</u>	<u>694,922</u>	<u>694,922</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

18 -WCC&PD FUND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	(----- 2018-2019 -----) (----- 2019-2020 -----)							
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
<u>SALARIES &amp; BENEFITS</u>								
500-009 SALARIES	159,902	149,746	200,306	316,912	263,143	291,087	302,346	302,346
500-010 ADMINISTRATIVE EXPENSE	0	176	400	1,500	0	0	0	0
500-011 LONGEVITY	0	0	0	0	0	0	0	0
500-013 STIPEND	4,331	3,332	5,198	9,728	9,033	9,033	0	0
500-014 SPECIAL ASSIGNMENT PAY K-9	12,964	5,971	4,587	13,500	4,067	8,000	4,500	4,500
500-015 INCENTIVE PAY-BILING & SHIFT	52	452	712	2,400	1,076	2,000	600	600
500-017 CERTIFICATION PAY	662	866	1,044	500	1,806	2,100	1,500	1,500
500-018 EDUCATION PAY	519	231	306	300	421	500	300	300
500-019 TUITION REIMBURSEMENT	0	0	0	0	0	0	0	0
500-020 OVERTIME	16,377	15,767	23,170	22,200	13,618	19,000	22,200	22,200
500-021 7K HOURS	2,241	2,098	4,943	3,500	5,297	4,000	7,000	7,000
500-026 HAZARDOUS DUTY PAY	812	312	563	1,000	757	1,000	1,000	1,000
500-030 SOCIAL SECURITY	14,940	13,933	18,296	25,942	22,571	25,804	25,246	25,246
500-040 HEALTH INSURANCE	21,062	20,729	34,934	60,833	52,668	56,000	61,600	63,448
500-050 RETIREMENT	14,330	14,186	19,284	28,275	23,325	27,250	25,526	25,526
500-060 WORKERS COMPENSATION	0	0	3,631	4,000	4,000	4,000	15,089	15,089
500-070 UNEMPLOYMENT COMPENSATION	540	540	780	1,500	1,238	1,500	1,296	1,296
TOTAL SALARIES & BENEFITS	248,733	228,338	318,154	492,090	403,021	451,274	468,203	470,051
<u>OTHER EXPENSES</u>								
500-120 DUES & SUBSCRIPTIONS	0	0	6,500	3,000	237	1,000	3,000	3,000
500-130 BONDS & TRAINING	7,650	9,104	2,434	8,500	1,012	5,000	8,500	8,500
500-250 LEGAL EXPENSE	0	0	0	0	0	0	0	0
500-290 AUDIT	6,000	0	9,890	20,000	20,522	12,000	20,000	20,000
500-325 SALES TAX COLLECTION SERVICES	0	0	6,742	10,000	3,873	10,000	10,000	10,000
500-420 OFFICE SUPPLIES/FURNITURE	934	17,104	1,625	11,000	2,361	7,000	11,000	11,000
500-430 JUVENILE PROG.FEES & SUPPLIES	0	0	0	0	947	500	0	0
500-431 MISCELLANEOUS SUPPLIES	0	0	4,922	21,000	2,551	18,000	21,000	21,000
500-433 IT SOFTWARE HARDWARE&SUPPLIES	0	4,629	9,555	0	1,961	2,000	0	0
500-435 K-9 PROGRAM EXPENSES	6,909	9,406	5,381	10,000	10,941	9,000	10,000	10,000
500-440 ELECTION EXPENSE	0	0	0	0	0	0	0	0
500-450 SYSTEM ACCESS FEE	0	1,310	0	14,035	0	14,000	14,035	14,035
500-480 UNIFORMS	4,137	23,918	10,452	5,000	3,847	3,000	5,000	5,000
500-485 WEAPONS & AMMUNITION	0	0	11,349	22,500	24,205	22,500	22,500	22,500
500-486 PERSONAL PROTECTIVE EQUIPMENT	0	0	900	21,000	1,798	21,000	21,000	21,000
500-487 VEHICLE EQUIPMENT	0	0	0	12,900	5,402	12,900	12,900	12,900
500-488 EMERGENCY SERVICES	0	0	0	10,000	0	0	10,000	10,000
500-489 COMMUNITY SERVICES	0	0	0	8,500	2,556	0	8,500	8,500
500-490 MEMORIAL SERVICES	0	0	0	4,000	636	0	4,000	4,000
500-500 MISC. CRIME PREVENTION	6,739	14,703	18,014	27,000	6,183	12,000	27,000	27,000
500-515 DEBT SERVICE - PRINCIPAL	0	0	0	0	0	0	0	0
500-516 DEBT SERVICE - PRINCIPAL	0	0	0	0	0	0	0	0
500-517 MAINTENANCE ON EQUIPMENT	45,282	45,052	60,510	60,500	24,505	60,500	60,500	60,500
500-518 DEBT SERVICE - INTEREST	0	0	0	0	0	0	0	0
500-520 BICYCLE PARTS & MAINTENANCE	0	0	0	3,000	0	2,000	3,000	3,000
TOTAL OTHER EXPENSES	77,653	125,227	148,274	271,935	113,538	212,400	271,935	271,935

DEPARTMENT EXPENSES			(----- 2018-2019 -----)			(----- 2019-2020 -----)		
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
500-517 MAINTENANCE ON EQUIPMENT								
	PERMANENT NOTES: Additional 12k Spilman yearly maintenance.							
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	105,520	420,555	280,946	233,800	208,618	233,800	233,800	233,800
TOTAL CAPITAL EXPENSES	105,520	420,555	280,946	233,800	208,618	233,800	233,800	233,800
<u>OTHER INCOME/EXPENSES</u>								
500-900 PRIOR PERIOD ADJUSTMENTS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME/EXPENSES	0	0	0	0	0	0	0	0
TOTAL 00-GENERAL EXPENDITURES	431,906	774,119	747,375	997,825	725,176	897,474	973,938	975,786

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

18 -WCC&PD FUND  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>TRANSFERS</u>								
900-500 TRANSFER TO GEN FUND	<u>0</u>	<u>23,000</u>	<u>0</u>	<u>53,000</u>	<u>0</u>	<u>53,000</u>	<u>53,000</u>	<u>53,000</u>
TOTAL TRANSFERS	0	23,000	0	53,000	0	53,000	53,000	53,000
 TOTAL EXPENDITURES	 431,906 =====	 797,119 =====	 747,375 =====	 1,050,825 =====	 725,176 =====	 950,474 =====	 1,026,938 =====	 1,028,786 =====
 REVENUE OVER/(UNDER) EXPENDITURES	 341,278 =====	 ( 61,223) =====	 22,755 =====	 ( 355,903) =====	 ( 115,219) =====	 ( 169,679) =====	 ( 332,016) =====	 ( 333,864) =====
 PROJECTED ENDING FUND BALANCE	 697,837 =====	 608,852 =====	 631,607 =====	 275,704 =====	 516,388 =====	 461,928 =====	 129,912 =====	 128,064 =====

\*\*\* END OF REPORT \*\*\*

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		242,953	( 153,982)	0	164,847	164,847	164,847	54,784	54,784
FUND BALANCE ACTIVITY		0	( 27,771)	0	0	0	0		
4101	INCOME - TAX NOTES PROCEEDS	0	0	0	0	0	0	0	0
4105	TRANSFER FROM GENERAL FUND	0	91,556	0	0	0	0	0	0
4115	INCOME - INTEREST	31	144	430	300	606	621	300	300
4116	INCOME-SALES TAX (.25)	<u>571,747</u>	<u>538,181</u>	<u>571,339</u>	<u>510,000</u>	<u>455,827</u>	<u>619,316</u>	<u>619,316</u>	<u>619,316</u>
TOTAL REVENUES		<u>571,777</u>	<u>629,881</u>	<u>571,769</u>	<u>510,300</u>	<u>456,433</u>	<u>619,937</u>	<u>619,616</u>	<u>619,616</u>

TOTAL 00-GENERAL EXPENDITURES

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

19 -CAPITAL PROJECTS STREETS  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>TRANSFERS</u>								
900-500 TRANSFER TO DEBT SERVICE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL TRANSFERS	0	0	0	0	0	0	0	0
TOTAL EXPENDITURES	968,713 =====	448,127 =====	406,923 =====	0 =====	40,669 =====	730,000 =====	550,000 =====	550,000 =====
REVENUE OVER/(UNDER) EXPENDITURES	( 396,936) =====	181,754 =====	164,846 =====	510,300 =====	415,764 =====	( 110,063) =====	69,616 =====	69,616 =====
PROJECTED ENDING FUND BALANCE	( 153,982) =====	0 =====	164,847 =====	675,147 =====	580,611 =====	54,784 =====	124,400 =====	124,400 =====

\*\*\* END OF REPORT \*\*\*

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

20 -PUBLIC, EDUCATION&GOV.  
REVENUES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
BEGINNING FUND BALANCE	0	0	0	12,926	12,926	12,926	24,926	24,926
FUND BALANCE ACTIVITY	0	0	0	0	0	0		
4105 INCOME OTHER	<u>0</u>	<u>0</u>	<u>12,926</u>	<u>12,000</u>	<u>13,737</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>12,926</u>	<u>12,000</u>	<u>13,737</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>0</u>	<u>12,926</u>	<u>12,000</u>	<u>13,737</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
PROJECTED ENDING FUND BALANCE	<u>0</u>	<u>0</u>	<u>12,926</u>	<u>24,926</u>	<u>26,663</u>	<u>24,926</u>	<u>36,926</u>	<u>36,926</u>

\*\*\* END OF REPORT \*\*\*



			(----- 2018-2019 -----)			(----- 2019-2020 -----)		
	2015-2016	2016-2017	2017-2018	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
BEGINNING FUND BALANCE	0	0	0	0	0	0	6,900,000	6,900,000
FUND BALANCE ACTIVITY	0	0	0	0	0	0		
4105 INCOME - OTHER	0	0	0	0	0	7,400,000	0	0
4106 BOND PREMIUM	0	0	0	0	873,024	0	0	0
4107 BONDISSUANCE	0	0	0	0	6,655,000	0	0	0
4115 INCOME-INTEREST	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>29,672</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,557,695</u>	<u>7,400,000</u>	<u>0</u>	<u>0</u>

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

21 -2019 SERIES A  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

DEPARTMENT EXPENSES				(----- 2018-2019 -----)	(----- 2019-2020 -----)			
	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
<u>OTHER EXPENSES</u>								
500-200 UNDERWRITERS FEES	0	0	0	0	48,641	0	0	0
500-201 BOND ISSUANCE COST	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>79,383</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES	0	0	0	0	128,024	0	0	0
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>500,000</u>	<u>6,900,000</u>	<u>6,900,000</u>
TOTAL CAPITAL EXPENSES	0	0	0	0	0	500,000	6,900,000	6,900,000
TOTAL 00-GENERAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>128,024</u>	<u>500,000</u>	<u>6,900,000</u>	<u>6,900,000</u>
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>128,024</u>	<u>500,000</u>	<u>6,900,000</u>	<u>6,900,000</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,429,672</u>	<u>6,900,000</u>	<u>( 6,900,000)</u>	<u>( 6,900,000)</u>
PROJECTED ENDING FUND BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,429,672</u>	<u>6,900,000</u>	<u>0</u>	<u>0</u>

\*\*\* END OF REPORT \*\*\*

		2015-2016	2016-2017	2017-2018	(----- 2018-2019 -----)	(----- 2019-2020 -----)			
		ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET	APPROVED BUDGET
BEGINNING FUND BALANCE		0	0	0	0	0	0	1,894,508	1,894,508
FUND BALANCE ACTIVITY		0	0	0	0	0	0		
4105	INCOME - OTHER	0	0	0	0	0	2,000,000	0	0
4106	BOND PREMIUM	0	0	0	0	246,171	0	0	0
4107	BOND ISSUANCE	0	0	0	0	1,810,000	0	0	0
4115	INCOME-INTEREST	0	0	0	0	6,843	0	0	0
TOTAL REVENUES		0	0	0	0	2,063,014	2,000,000	0	0

CITY OF WINDCREST  
APPROVED BUDGET WORKSHEET  
AS OF: SEPTEMBER 30TH, 2019

22 -2019 SERIES B  
00-GENERAL EXPENDITURES  
DEPARTMENT EXPENSES

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	(----- CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2019-2020 REQUESTED BUDGET	(----- APPROVED BUDGET
<u>OTHER EXPENSES</u>								
500-200 UNDERWRITERS FEES	0	0	0	0	15,567	0	0	0
500-201 BOND ISSUANCE COST	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>40,603</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OTHER EXPENSES	0	0	0	0	56,171	0	0	0
<u>CAPITAL EXPENSES</u>								
500-800 CAPITAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>105,491</u>	<u>105,492</u>	<u>1,894,508</u>	<u>1,894,508</u>
TOTAL CAPITAL EXPENSES	0	0	0	0	105,491	105,492	1,894,508	1,894,508
TOTAL 00-GENERAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>161,661</u>	<u>105,492</u>	<u>1,894,508</u>	<u>1,894,508</u>
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>161,661</u>	<u>105,492</u>	<u>1,894,508</u>	<u>1,894,508</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,901,352</u>	<u>1,894,508</u>	<u>( 1,894,508)</u>	<u>( 1,894,508)</u>
PROJECTED ENDING FUND BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,901,352</u>	<u>1,894,508</u>	<u>0</u>	<u>0</u>
PROJECTED ENDING FUND BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** END OF REPORT ***								
PROJECTED ENDING FUND BALANCE	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*** END OF REPORT ***								



## Glossary

### A

**ACCOUNT:** An accounting unit established to record expenditures or revenues by detailed categories.

**ACCOUNTS PAYABLE:** A liability account reflecting amounts on an open account owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

**ACCOUNTS RECEIVABLE:** An asset account reflecting amounts owing to open accounts from private persons or organizations for goods and services furnished by a government.

**ACCRUAL ACCOUNTING:** A basis of accounting in which debits and credits are recorded at the time they are incurred as opposed to when cash is actually received or spent.

**AD VALOREM:** Refers to the tax assessed against real (land and buildings) and personal (equipment and furniture) property.

**AGENDA:** A formal listing of items to be discussed during a public meeting. Agendas for public meetings are posted 72 hours in advance, in compliance with the open meetings act.

**AGENDA REQUEST:** A formal summary of a topic to be discussed during an open meeting. Included in the request are the proceeding, clearances, appropriation and action required, and an executive summary and attachments to explain the topic.

**ANNEX:** Refers to a portion of the City's Emergency Operations Plan.

**APPROPRIATION:** A legal authorization granted by City Council to make expenditures and incur obligations for designated purposes.

**ARBITRAGE:** The interest earnings derived from invested bond proceeds or debt service fund balances.

**ASSESSED VALUATION:** A valuation set upon real estate of other property by a government as a basis for levying taxes.

**ASSETS:** Property with monetary value owned by the City.

**AUDIT:** A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to accomplish the following:

- Ascertain whether financial statements fairly represent financial position and results of operations



- Ascertain whether transactions have been recorded accurately and consistently, and
- Identify areas for possible improvements in accounting practices and procedures.

## B

**BALANCE SHEET:** The basic financial statement that discloses the assets, liabilities, and equities of an entity at a specified date in conformity with GAAP.

**BALANCED BUDGET:** A budget refers to a budget in which revenues are equal to expenditures.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified date.

**BOND REFERENDUM:** A proposal to be voted on by registered voters within the City regarding the sale of bonds for which ad valorem taxes are pledged for repayment.

**BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. For a local government, a budget is a legal restriction on expenditures.

## C

**CAPITAL IMPROVEMENT PROGRAM / PROJECT (CIP):** Projects that purchase or construct capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

**CAPITAL OUTLAYS:** Expenditures that result in the acquisition of or addition to fixed assets that are individually priced more than \$2,500, per the City's capitalization policy.

**CARRYOVER:** Expenditures budgeted in one year for materials, equipment, programs, etc but not spent until the following fiscal year. Funding for non-recurring expenditures can carry over to the following fiscal year if approved by the City Manager and City Council. City Council formally amends the budget to approve carryover funding. Revenues can also carryover if they were anticipated in one fiscal year but not received until the following year.

**CERTIFICATE OF OBLIGATION (CO):** A debt instrument that is issued by the City and has the same legal status as a general obligation bond. Proceeds from the issuance of the certificates may be used for construction of public works; purchase of materials, supplies, equipment, machinery, builds, land, and right a ways for authorized needs and purposes; or payment of contractual obligations for professional services. However, certificates of obligation are not authorized by the voters.



**CONSUMER PRICE INDEX (CPI):** The monthly data on the changes in the prices paid by urban consumers for a representative basket of goods and services.

**CONTINGENCY:** An amount of money set aside for unforeseen incidents.

**CONTRACTUAL SERVICES:** The costs related to services performed for the City by individuals, businesses, or utilities.

**COST:** The amount of money or other consideration exchanged for property or services. Costs may be incurred even before money is paid; that is, as soon as a liability is incurred. Ultimately, however, money or other consideration must be given in exchange.

**CURRENT ASSETS:** Assets which are available or can be made readily available to finance current operations or to pay current liabilities. Current assets also include those which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and taxes receivable which will be collected within one year.

**CURRENT LIABILITIES:** Debt or other legal obligation arising out of transactions in the past which must be liquidated, renewed, or refunded within one year.

## **D**

**DEBT SERVICE:** A cost category that typically reflects the repayment of short-term (less than five years) debt associated with the acquisition of capital equipment.

**DEFICIT:** The excess of expenditures over revenues during an accounting period; or, in the case of Enterprise and Intra- governmental Service Funds, the excess of expense over income during an accounting period.

**DELINQUENT TAXES:** Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

**DEPARTMENT HEAD:** A mid-management employee charged with oversight of one or more programs. Department Heads may report to an Executive Director, Assistant City Manager or the City Manager.

**DEPRECIATION:** Is the process by which the City allocates an asset's cost over the duration of its useful life. Depreciation results in depreciation expense.

## **E**

**EFFECTIVE TAX RATE:** When compared to the same property, the tax rate that produces the same effect in terms of the total amount of taxes as compared to the prior year, based on the value of properties taxed in both years.



**ENCUMBRANCES:** Commitments related to unperformed contracts for goods or services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND:** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXEMPT:** Personnel not eligible to receive overtime pay and who are expected to put in whatever hours are necessary to complete job assignments. The respective Department Head, as partial compensation for overtime hours worked, may allow compensatory time off.

**EXPENDITURES:** Decreases in net financial resources. Expenditures include current operating expenses, which require the current or future use of net current assets, debt service, and capital outlays.

## **F**

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The City of Windcrest fiscal year begins each October 1 and ends the following September 30. The term fiscal year 2018 connotes the fiscal year beginning October 1, 2018 and ending September 30, 2019.

**FIXED ASSETS:** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.

**FRANCHISE:** A special privilege granted by a government permitting the continuing use of public property such as, City rights-of-way.

**FULL-TIME EQUIVALENT (FTE):** One full-time equivalent works 2,080 hours a year; a person working 1,040 hours per year is equivalent to 0.5 FTE.

**FUND:** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE:** The difference between governmental fund assets and liabilities. Also referred to as fund equity.





**FUND BALANCE POLICY:** A minimum fund balance that is required to be kept in reserve as defined in the City of Windcrest Home Rule Charter. Fund balances over the policy requirement may be appropriated in the budget.

## **G**

**GENERAL FUND:** Is used to account for all transactions not properly includable in other funds.

**GENERAL LEDGER:** A book, file, or other device, which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal; therefore, the debit balances equal the credit balances.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPALS (GAAP):** Uniform minimum standards and guidelines used for financial accounting and reporting as set forth by the Governmental Accounting Standards Board (GASB).

**GENERAL OBLIGATION (GO) BONDS:** Bonds for the payment of which the full faith and credit of the issuing government are pledged. In issuing its general obligation bonds, the City of Sugar Land pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities between 15 and 30 years.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB):** A governing board set up to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.

**GOVERNMENTAL FUNDS:** Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).

## **H**

## **I**

**ISO RATING:** The Insurance Service Office (ISO) performs surveys to assist insurance organizations with setting up the insurance ratings for the communities. The ISO will perform a survey to assign a public protection grade to each fire department, which is used in the development of insurance rates for all properties within the protected area. Grading starts at 1, which is the best possible score and ends at 10 which is considered unacceptable.



**INTERGOVERNMENTAL REVENUE:** Grants, entitlements and cost reimbursements from another governmental entity.

**INVESTMENT:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

## **K**

## **L**

**LEASE/PURCHASE:** A financing tool utilized to fund large capital outlays where the City may not have cash available immediately for purchase. The arrangement allows the City use of the item while payments are being made. A lien is placed on the item purchased and upon completion of lease payments, typically 5-7 years, the City gains ownership of the assets.

**LEVY:** The City Council has authority to impose or collect taxes, special assessments, or service charges.

**LONG TERM DEBT:** Debt with a maturity of more than one year after the date of issuance.

## **M**

**MAINTENANCE:** The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**MAJOR FUND:** Governmental or Enterprise Funds reported as a separate column in the basic fund financial statements and subject to a separate opinion by the independent auditor.

**MODIFIED ACCRUAL ACCOUNTING:** The basis of accounting in which revenues are recognized when they become measurable and available to finance expenditures of the current period. Expenditures are recognized when the goods or services are received.

## **N**

**NON-EXEMPT:** Personnel eligible to receive overtime pay when overtime work has been authorized or requested.

## **O**

**OPERATING BUDGET:** Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and services delivery activities of the City are controlled, and are required by state law.



**ORDINANCE:** A formal legislative enactment by the governing board of a municipality that has the full force and effect of law within the boundaries of the municipality to which it applies so long as it is not in conflict with any higher form of law. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, universally require ordinances.

## P

**PROJECTION:** Anticipated total for the current fiscal year. During the budget process, the City projects expected revenues and expenditures through the remainder of the fiscal year to gain a better picture of the City's finances. These projections are adopted as the revised budget during the budget adoption process.

**PROPERTY TAX:** Taxes levied on all real and personal according to the property's valuation and the tax rate, in compliance with State Property Tax Code.

**PROPRIETARY FUND:** In governmental accounting is a business-like fund. Examples of proprietary funds include enterprise funds and internal service funds.

**PUBLIC FUNDS INVESTMENT ACT:** A law that governs the investment of government funds in Texas. Under this law, specific parameters are set for Texas cities, requiring them to adopt an investment policy and to designate an investment officer who is required to attend an approved training course. The act, first adopted in 1995 and most recently amended in 2003, also limits the types of investments that can be made and requires quarterly reporting of investment activity to the governing body.

**PURCHASE ORDER:** A document that authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

## R

**RATING:** The credit worthiness of an entity as evaluated by independent agencies.

**RESERVE:** An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

**REVENUES:** Increases in governmental fund types, net current assets from other than expenditure refunds and residual equity transfers.

**RIGHT-OF-WAY:** The area immediately adjacent to a City's roadway or drainage channel.

## S



**SALES TAX:** A state tax of 6.25% is imposed on all retail sales, leases and rentals of most goods, as well as taxable services. Texas cities and counties have the option of imposing additional local sales taxes for a combined total of state and local taxes of 8.25%.

**SPECIAL REVENUE FUND:** A fund used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term “proceeds for specific revenue sources” establishes that one or more restricted or committed revenues should be the foundation for a special revenue fund.

**SUPPLIES:** A cost category for minor items (individually priced at less than \$500) required by departments to conduct their operations.

## T

**TAX LEVY:** The total amount to be raised by general property taxes for purpose specified in the Tax Levy Ordinance.

**TAX RATE:** The amount of tax levied for each \$100 of taxable valuation. The tax rate multiplied by the taxable valuation equals the tax levy.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TML:** See Texas Municipal League.

**TEXAS MUNICIPAL LEAGUE:** An organization that exists to provide services to Texas cities.

## U

**USER FEES:** The payment of a fee for direct receipt of a public service by the party benefiting from the service.

## W

**WORKING CAPITAL:** Is the current assets less current liabilities.

## Y

**YIELD:** rate earned on an investment based on the cost of the investment, the par value of the investment, plus interest to be earned to maturity, and less any accrued interest.